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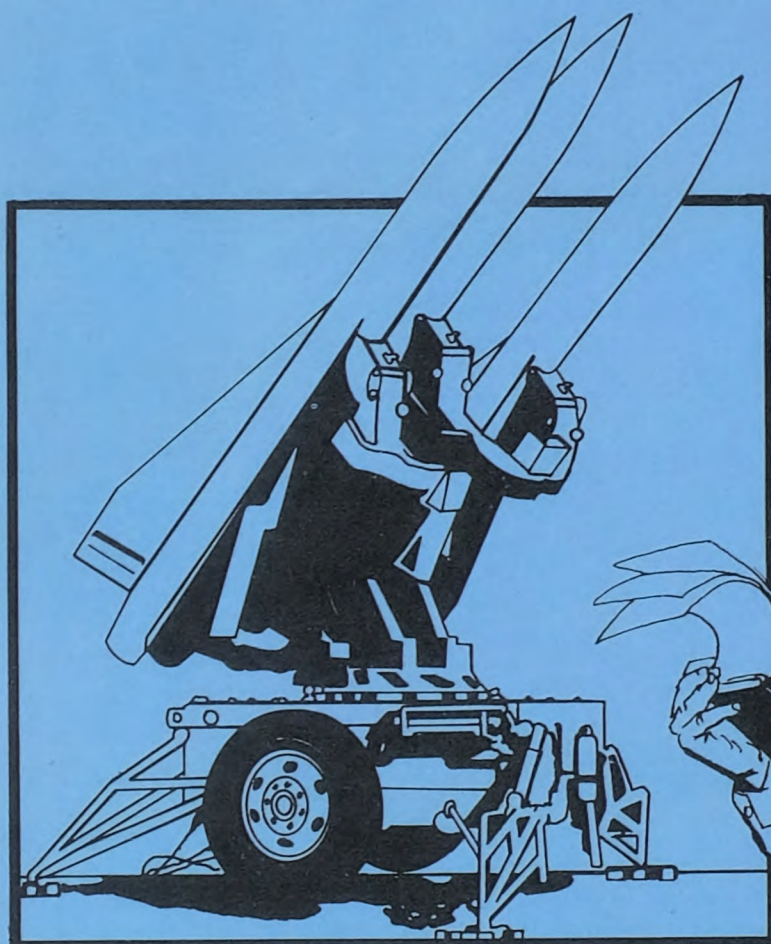
FM 9-24V

IMPROVED HAWK MAINTENANCE CHIEF

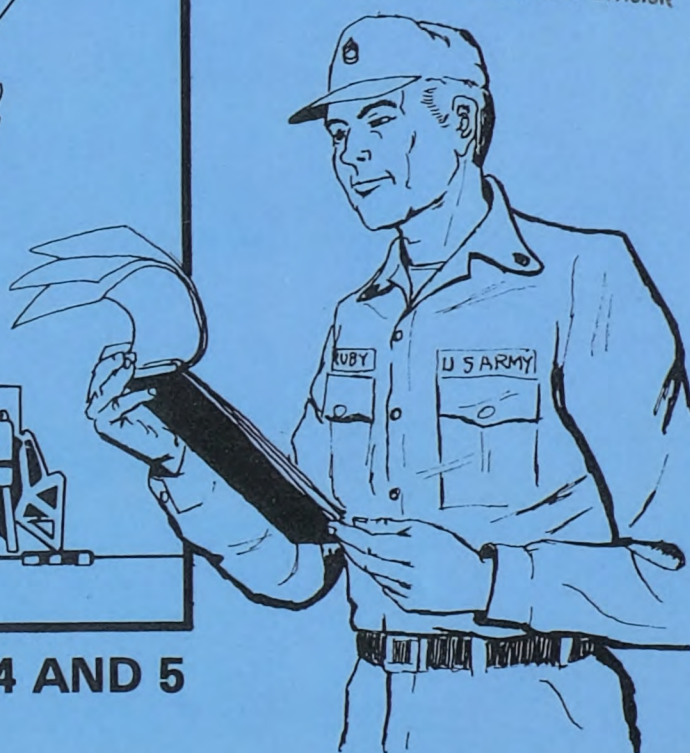
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SKILL LEVELS 4 AND 5



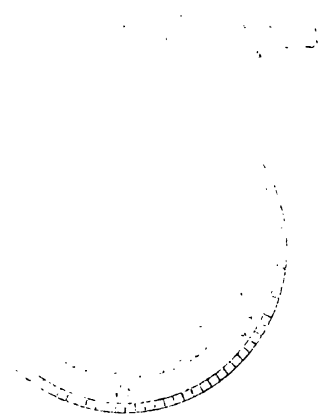
MOS 24V

NOVEMBER 1981

SOLDIER'S MANUAL

HEADQUARTERS, DEPARTMENT OF THE ARMY

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HEADQUARTERS
DEPARTMENT OF THE ARMY
Washington, DC, 30 November 1981

SOLDIER'S MANUAL, MOS 24V
IMPROVED HAWK MAINTENANCE CHIEF
SKILL LEVELS 4 AND 5

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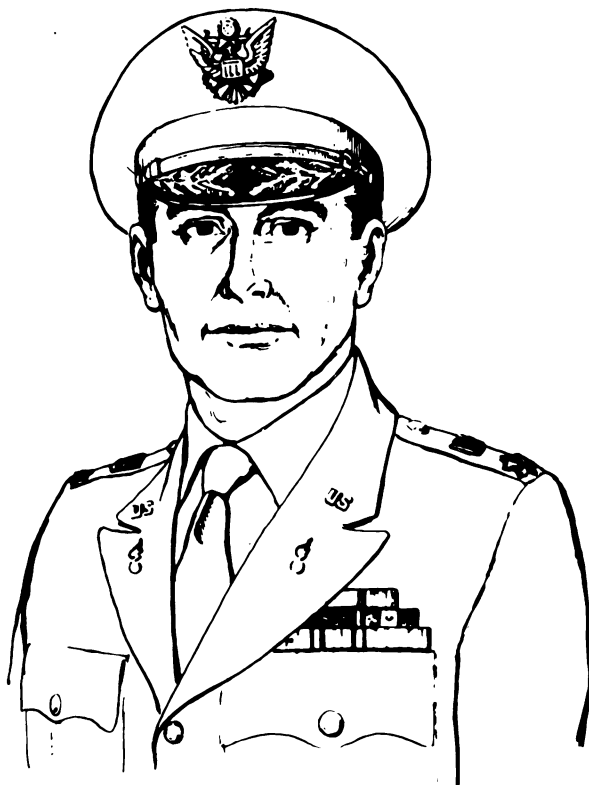
*This publication supersedes FM 9-24V4, 18 Sep 78, and FM 9-24V5, 2 Oct 78.

You are encouraged to submit recommendations or comments to improve this manual. Key your comments to the specific page, paragraph, and line of text for which the change is recommended. Provide reasons for each comment to insure understanding and complete evaluation. Use DA Form 2028 (Recommended Changes to Publications and Blank Forms) if available. However, if DA Form 2028 is not available, a letter will be acceptable. Address form or letter to:

**Commandant
US Army Missile and Munitions Center and School
ATTN: ATSK-TDA
Redstone Arsenal, AL 35897**

The word "he", "him", "his", and "men" when used in this publication, represent both the masculine and feminine genders unless specifically stated.

COMMANDER'S ATTENTION!



The Soldier's Manual is designed to tell the soldier what tasks he must be proficient in to be MOS qualified. If the soldier follows the road map it provides, he should progress readily to positions of responsibility commensurate with his aptitude and motivation.

Initial distribution of Soldier's Manuals will be made to the unit level, based upon assigned strength in the particular MOS and Skill Level. In the event additional manuals are needed by the unit for MOS study, libraries, or other training needs, requests for publications may be sent directly to the US Army Publications Center, 2800 Eastern Boulevard, Baltimore, MD 21220.

If the individual soldier is issued a Soldier's Manual by his unit, he is responsible for retaining and maintaining it. When he transfers, he must return the manual to his unit.

This Soldier's Manual was prepared by the US Army Missile and Munitions Center and School.

Harry L. Foradori
Colonel, Ordnance Corps
Commandant

SOLDIER'S ARMORY



RESERVE COMPONENT

ARMY NATIONAL GUARD

ARMY RESERVE

This page has information for you, the Reserve Component soldier. This Soldier's Manual is representative of the critical tasks the Active Army soldier in your MOS does on equipment available in the Active Army inventory.

Most tasks in this manual apply to you without change. However, some tasks may need modification because of equipment, facilities, and training time available. Your commander will have to find ways to let you do these critical tasks.

Many tasks you learned in Basic Training (BT) and Advanced Individual Training (AIT) are in this manual. But you learn other critical tasks on your own. Training references and materials are available and can be provided to you through your unit. Here's where YOU matter: Start now. Remember, how well you do your job is based on how well you can do the tasks in this Soldier's Manual.

CHAPTER 1

INTRODUCTION

PREFACE

This manual tells you what tasks the Army expects you to know and be able to do as an Improved HAWK Maintenance Chief, and how the ARMY helps you learn your job.

If you don't understand a part of the manual or you want to know more, see your supervisor.

YOUR RESPONSIBILITIES

You should be able to perform all tasks in this manual at your present skill level and all skill levels below your present skill level. And you should be able to perform the tasks in —

FM 21-2, Soldier's Manual of Common Tasks, Skill Level 1, and

FM 21-3, Soldier's Manual of Common Tasks, Skill Levels 2, 3, and 4.

Remember, if you have soldiers working for you, you must also train them to do the tasks for their skill level and below.

KNOW WHERE YOU ARE IN YOUR MOS

See the MOS progression chart for your MOS track. At skill level 4 you supervise the support maintenance activities of Improved HAWK Missile System repairers. You will find your responsibilities increase as you go up. When you are awarded skill level 5 and have been promoted, you become the principal NCO in your unit.

YOUR JOB DESCRIPTION

IMPROVED HAWK MAINTENANCE CHIEF

MOS 24V

SUMMARY

Supervise direct and general support maintenance of the Improved HAWK Missile System.

DUTIES

MOSC 24V40: Supervises and coordinates maintenance of Improved HAWK Launcher, Continuous Wave Acquisition Radar, High Powered Illuminator Radar, Battery Control Central, Information Coordination Central, Improved Platoon Command Post, Simulator Station, Pulse Acquisition Radar, Range-only Radar, Support Maintenance Test Equipment Shops, Mobile Team Shop, Ground Equipment Test Sets, Launching Section Control Box, and system-associated training equipment. Serves as a section chief or principal noncommissioned officer engaged in missile system maintenance and associated support activities. Assists in development and supervises quality assurance/quality control program.

MOSC 24V50: Performs duties shown in preceding level of skill. Serves as Maintenance Chief in unit at battalion or higher level.

Serves as First Sergeant of a company. Performs duties associated with SQI "M." Serves as Chief Instructor in a training facility, Chief Advisor to a Reserve Component unit, or Chief Advisor to a foreign military unit.

Depending upon your assignment, you must have a CONFIDENTIAL or a SECRET clearance.

YOUR DUTY POSITIONS

At skill level 4 you can be assigned to 1 of 2 positions—

- Section Chief or Maintenance Supervisor, MOS 24V4, for duty in a repair section or a comparable element for supervision of subordinate maintenance personnel on the Improved HAWK Missile System.
- Maintenance Control Sergeant, MOS 24V4, for duty in a maintenance control section of a missile support company.

00Z50
E9
COMMAND
SERGEANT
MAJOR



At skill level 5 you can be assigned to 1 of 4 duty positions—

- Improved HAWK Maintenance Chief, MOS 24V5, for duty as the principal NCO in a unit at battalion or higher level that performs DS or GS maintenance on the Improved HAWK Missile System and comprises 30 or more personnel engaged in support of the Improved HAWK Missile System.
- Improved HAWK Maintenance Chief, MOS 24V5, for duty as the principal air defense NCO in the operating section of a major staff section at brigade or higher headquarters.
- First Sergeant, MOS 24V5, for duty in a company or comparable organization engaged in missile maintenance.
- Chief Instructor, Chief Training NCO, Chief Enlisted Advisor, Chief Advisor, MOS 24V5, when the position is authorized in a unit.

At whatever position you are assigned, you are responsible for—

- All skill level 1 through 4 tasks in MOS 24V4.
- All skill level 1 through 5 tasks in MOS 24V5.
- The management and supervision of soldiers who work for you.
- The training of these soldiers.
- The management of supplies and equipment.
- The QA/QC of equipment maintenance.

TRAINER'S GUIDE

At skill levels 4 and 5 you become an important member of your unit's training team (your commander, your unit training manager, and you). And you must use the Trainer's Guide in your training program.

FM 9-24V/TG is the TG for your MOS. There will be a TG for the Soldier's Manuals of Common Tasks and there is a TG for each IH Missile System Repair MOS you supervise. They are —

FM 9-24V/TG, Improved HAWK Fire Control Repairer.

FM 9-24J/TG, Improved HAWK Pulse Radar Repairer.

FM 9-24K/TG, Improved HAWK Continuous Wave Radar Repairer.

FM 9-24L/TG, Improved HAWK Launcher and Mechanical Systems Repairer.

FM 21-2, Soldier's Manual of Common Tasks, Skill Level 1.

FM 21-3, Soldier's Manual of Common Tasks, Skill Levels, 2, 3, and 4.

As a supervisor, you must become familiar with these TGs. Get a copy of each from your supervisor. You will use them, the Soldier's Manuals for lower skill levels, and the Job Book in your training program. Your commander and your unit training manager will tell you what tasks you must train and give you the resources to do the training. As you know, skills not practiced are soon lost. So the name of the game is train and retrain.

JOB BOOKS

As a supervisor, you get a Job Book for each skill level 1 and 2 soldier you supervise. The Job Book for each soldier tracks with the soldier's MOS. It lists the skill level 1 and 2 tasks from FM 21-2 and FM 21-3 and the skill level 1 and 2 tasks from the Soldier's Manuals. The Job Books you may use are:

TC 9-24H1/2 (JB) Improved HAWK Fire Control Repairer

TC 9-24J1/2 (JB) Improved HAWK Pulse Radar Repairer

TC 9-24K1/2 (JB) Improved HAWK Continuous Wave Radar Repairer

TC 9-24L1/2 (JB) Improved HAWK Launcher and Mechanical Repairer

As a trainer, you test soldiers on the tasks listed in the Job Books, record their progress, GO or NO GO, and enter the date the task was tested. You now have a ready reference showing the status of training for the soldiers you supervise.

HOW YOU ARE EVALUATED

Remember, your skill qualifications test (SQT) tests your ability at skill level 4. Your SQT notice gives you the tasks you will be tested on. To prepare for your SQT, you need this soldier's manual and FM 21-3, Soldier's manual of Common Tasks, Skill Level 2, 3, and 4.

Don't forget, you also get a senior enlisted evaluation report (SEER). Your SEER is very important. It is used to compare you with all other soldiers who have the same MOS, skill level, and pay grade. And you must be able to do and to supervise the tasks of the lower skill levels in your MOS. Remember, safety is important. A safety violation while performing a task gives you a NO-GO.

YOU GET SQT FEEDBACK

You get your Individual Soldier Report (ISR) less than 30 days after you take your SQT. It tells you how you did on the test. And, if you got a NO-GO on a task, it lists the task number. The ISR lets you check out the task in your soldier's manuals.

TRAINING OTHER THAN SOLDIER'S MANUALS

At skill level 3 you could get additional training in certain courses in the Advanced Noncommissioned Officers Education System. At skill level 4 there is no required formal training. However, you can request: the Improved HAWK Maintenance Chief Course taught at the US Army Missile and Munitions Center and School; other senior NCO courses at skill levels 4 and 5; and at skill level 5 the Sergeants Major Academy. See figure 1, Training.

On-the-job experience, supervised on-the-job training, and self-study are important to your career. See your supervisor—take advantage of each opportunity to learn more about how to do your job better.

MOSs	SKILL LEVEL	GRADE	TRAINING	SELECTION	EVALUATION
24H 24J 24K 24L	1	E1-E4	Advanced Individual Training	Volunteer & Army Acceptance	SQT 1
	2	E5	*Primary Leadership Training	Supervisor or Commander	SQT 2 SEER
	3	E6	*Advanced NCOES	Department of the Army	SQT 3 SEER
24V Improved HAWK Maintenance Chief	4	E7	Improved HAWK Maintenance Chief	Department of the Army	SQT 4 SEER
	5	E8-E9	*Sergeants Major Academy	Department of the Army	SEER

*Noncommissioned Officer Education System—not all soldiers at these skill levels get this training.

Figure 1. Training

HOW TO GET PROMOTED

You must show the Army you can do your job at skill levels 4 and 5. First, get a qualification score on your SQT; second, get a good SEER; and third, be recommended by your commander. You can increase your chances for a promotion by doing a good job, going to school, taking other training, and getting the necessary on-the-job experience. Your commander wants to promote you if you do a good job. Remember, you continually recommend yourself by how you do your job and by your behavior.

SUMMARY

Your soldier's manual provides the basic parts of mutual interest to you and the Army—the tasks that you must be able to perform to be a successful soldier. Follow the step-by-step procedure as outlined and you will open the door to advancement.

STEP ONE: Use your soldier's manual.

STEP TWO: Know your MOS, skill level, and duty position.

STEP THREE: Find the tasks that you must master and use the references listed for each task.

STEP FOUR: Study and practice the tasks until you are sure you have mastered them. Ask the officers and NCOs in your unit for help.

STEP FIVE: Once you have mastered the tasks for the present MOS, skill level, and duty position, prepare for your SQT by studying and practicing the tasks listed in the SQT Notice.

If you follow the above steps, you will be able to progress through a rewarding Army career. The Army wants and needs well-trained soldiers who desire to advance through the ranks. This manual and the willing assistance of your NCOs are tools you can use to your advantage.

WE NEED FEEDBACK

In the back of your Soldier's Manual is a questionnaire we would like for you to fill in as you use the manual. When you finish the questionnaire, mail it. It is postage free. Your comments can help us keep improving your soldier's manuals.

Chapter 2

SHARED TASKS

SKILL LEVEL 4

TASK NUMBER		PAGE
	LEADERSHIP	
093-399-4120	Counsel Personnel on Equal Opportunity Program	2-3
093-399-4123	Conduct a Platoon Drill	2-4
121-030-3527	Conduct Personal Counseling with a Subordinate	2-5
	LEGAL AFFAIRS/MILITARY JUSTICE	
093-425-4031	Recommend Actions Concerning a Breach of Military Discipline ...	2-8
181-908-2300	Determine Whether Authority to Conduct Search Exists	2-9
	MAINTAIN CLOTHING AND EQUIPMENT	
093-404-3004	Review TAMMS Records/ Reports	2-13
	SECURITY	
093-410-4201	Perform Security Inspection	2-14
121-004-1417	Receipt/Control Classified Material	2-15

TASK NUMBER		PAGE
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101-535-2154	Determine Method of Obtaining Relief from Responsibility for Lost, Damaged and Destroyed Property	2-25
	TACTICAL UNIT OPERATIONS	
051-196-3011	Determine the Classification of a Timber Trestle Bridge Using the Hasty Bridge Classification Wheel	2-31
071-326-5750	Prepare and Issue an Oral Platoon Defensive Operation Order	2-37
191-379-0127	Supervise Platoon in Riot Control Formations	2-39
093-396-4007	Direct Personnel in Preparation for Unit Movement	2-43
093-410-4204	Establish Platoon's Perimeter of Defense	2-44
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093-396-4024	Prepare Standing Operating Procedure (SOP)	2-45
093-396-4029	Prepare Briefing	2-46
093-396-4031	Use TOE, TDA, MTOE and/or MTDA for Personnel/Equipment Management Purposes	2-47
093-396-4042	Monitor Unit Program to Combat Alcohol and Drug Abuse	2-48
093-396-4067	Assist in Preparation of Unit Readiness Report	2-49
093-399-4121	Explain Customs and Traditions of the Service	2-50
121-004-3401	Review a Basic Comment to a Disposition Form (DA Form 2496) ..	2-51
121-004-3402	Review a Military Letter	2-53
121-004-3403	Review a Nonmilitary Letter	2-55
121-004-3404	Review an Indorsement to a Military Letter	2-57
121-004-3416	Review a Memorandum	2-59
121-004-3429	Review Filing of Documents/Correspondence	2-61
121-004-3430	Prepare Files for Disposal	2-63
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121-030-3502	Select a Detail Using a Duty Roster (DA Form 6)	2-68
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093-425-4033	Determine Adequacy of DA Publications in Unit	2-72
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093-399-4105	Explain the Organizational Effectiveness (OE) Program	2-73
093-399-4119	Explain the EPMS System	2-76
093-399-4124	Explain Army Educational Opportunities	2-78
093-425-4042	Direct a Supervised On-the-Job Training (SOJT) Program	2-79
874-896-4070	Sample Individual Training (Quality Control Check)	2-80

093-399-4120

COUNSEL PERSONNEL ON EQUAL OPPORTUNITY PROGRAM

CONDITION: This task must be performed in any environment.

STANDARD: Task standards have been met when the service member knows and understands the Army Equal Opportunity Program IAW Performance Measures.

PERFORMANCE MEASURES:

1. Explain the objectives of the Army's Equal Opportunity Program, Appendix D, AR 600-21.
2. Explain the Army's policy on Equal Opportunity, para 1-4, AR 600-21.
3. Explain complaint procedures, para 2-4, AR 600-21 and para 3-1 through 3-7, AR 20-1.
4. Explain the purpose of the Equal Opportunity entry on EER/SEER, para 4-6, AR 600-21.

REFERENCES: AR 20-1, Inspector General Activities and Procedures
AR 600-21, Equal Opportunity Program in the Army

SKILL LEVEL 4

093-399-4123

CONDUCT A PLATOON DRILL

CONDITION: As an NCO you will be required to perform this task without reference.

STANDARD: Do this task according to Paragraphs 66 through 79 of FM 22-5.

PERFORMANCE MEASURES:

1. Form the platoon. (Para 66)
2. Prepare the platoon for in ranks inspection. (Para 73)
3. March the platoon. (Para 74 through 79)

REFERENCE: FM 22-5, Drill and Ceremonies

121-030-3527

CONDUCT PERSONAL COUNSELING WITH A SUBORDINATE

CONDITION: Given access to the subordinate, a counseling site, a list of assistance agencies, FM 22-100, and FM 22-101.

STANDARD: The supervisor or manager will:

1. Insure the counseling site is private and free from distractions.
2. Cite specific reasons for believing the subordinate has a personal problem.
3. Demonstrate active listening by making statements indicating his respect for, sensitivity to and understanding of the subordinate's comments.
4. Take steps to eliminate or modify working conditions which contribute to the subordinate's personal problem.
5. Refer the subordinate to a person higher in the chain of command if the problem is beyond the scope of his own authority and control.
6. Refer the subordinate to an appropriate professional service or agency if he cannot resolve the problem by changing job conditions under his control.
7. Follow through on all commitments made during the personal counseling session.

PERFORMANCE MEASURES:

1. Prepare yourself to counsel the subordinate by reading/reviewing FM 22-100, FM 22-101 (Chapters 1-12, as appropriate).
2. Select a counseling site that insures the privacy and confidentiality of the counseling session. The site should be free from interruptions. It should be equipped with comfortable chairs that are placed so you can maintain eye contact with the counselee. If the personal problem surfaced during a performance counseling session, you should already be in such a site. Nevertheless, quickly survey your surroundings to assure yourself of the privacy of the site.
3. Determine whether or not a problem exists. Unless the subordinate has approached you with a personal problem, you must explain to him in specific terms why you think he may be experiencing a personal problem. You may, for instance, tell him that you have noticed some change in his behavior (mood, appearance, punctuality, efficiency, productivity or the like) which causes you to suspect a problem exists. Do all you can to convey to the subordinate that your intent is to help. You want to keep the problem from adversely affecting the subordinate's performance.
4. If you still feel a problem exists, but the subordinate is reluctant to talk about it, try to identify the problem and its source(s). The following techniques may be effective:
 - a. Listen to how the subordinate speaks as well as to what he says. This is called active listening and is usually the key to obtaining the information you need to help the soldier.

121-030-3527 (continued)

- b. Summarize or paraphrase what the subordinate says and comment on the feeling the soldier conveyed to you. (Example: "You feel angry because...") The subordinate's response to such a statement should clarify or confirm your interpretation. Thus, you either learn more about the problem or indicate to the subordinate that you have a clear understanding of what he has said up to that point. This should encourage him to continue talking about the problem.
 - c. Ask questions that require more than yes or no responses. (Examples: "Can you tell me more about...?" and "What do you want to do about...?") These kinds of questions should help the soldier to deal with the problem.
 - d. Recognize that a soldier is nervous or hesitant to talk about a problem. This may help you obtain useful information. (Example: "You seem to be nervous about discussing your marital problem. I might be, too. But let's see what we can come up with to help solve the problem".) This approach may overcome the subordinate's reluctance to talk about the problem. It should also convey your sincere effort to listen and to assist.
- 5. After determining the nature and probable cause(s) of the personal problem, take actions according to the following guidelines. Remember that counseling is essentially an effort to help a subordinate cope with his problem(s).
 - a. If a problem results from, or is affected by, the subordinate's working conditions and you have direct control over those conditions, try to remove or change those conditions. For example, if a soldier is experiencing marital problems because he must work excessive overtime, try to reduce the amount of overtime required. This is not always possible, of course, because of mission requirements and manpower resources available. However, you may be able to reschedule work, redistribute it or take some other action. Sometimes there is nothing you can do directly. If this is the case, you may refer the problem to person higher in your chain of command who may be able to get additional resources to eliminate the need for so much overtime by one person.
 - b. If a problem is complicated by factors beyond your authority or immediate control, refer the subordinate to your supervisor in the chain of command. Usually you will want to discuss the matter with your supervisor before referring the subordinate to him.
 - c. If a problem is not related to working conditions, refer the soldier to an appropriate professional service or agency. Examples of problems that should be referred include drug abuse, alcoholism or excessive drinking, debts and other financial concerns, mental and emotional disturbances, and family difficulties not caused or affected by working conditions. Your obligation is to get the subordinate to a professional who can help him resolve his problem. Do not try to deal with these kinds of problems yourself.
- 6. Follow through on any commitments made during the personal counseling session. This is essential.
 - a. If you planned to alter working conditions that cause or contribute the problem, be sure you do so. If someone else is responsible for implementing changes (for example, a first-line supervisor), be sure the changes are made as you intended.

121-030-3527 (continued)

- b. If you referred the subordinate to a professional service counselor, coordinate with that counselor to see whether or not you can assist in any way. (Example: You may be able to alter work schedules, grant leave or reduce job stress during the professional counseling period.) Remember that your referral of a subordinate to a professional service for help is not an indicator of your inability. Rather it is an appropriate action to help the subordinate with a problem or problems that cannot be resolved by the use of other supervisory or command prerogatives.
- c. If individual performance objectives are to be changed as a result of your personal counseling or during the period of professional counseling, set individual performance objectives. Setting new performance objectives may genuinely help the subordinate to cope with and resolve his problem. Performance counseling is appropriate as a follow-up to personal counseling whenever the personal problem affects or has the potential to affect performance.

REFERENCES: FM 22-100, Military Leadership.
FM 22-101, Leadership Counseling.
TEC Lesson 909-071-0038F Counseling Part I
TEC Lesson 909-071-0039F Counseling Part II

093-425-4031

**RECOMMEND ACTIONS CONCERNING A BREACH
OF MILITARY DISCIPLINE**

CONDITION: You are a platoon sergeant/section chief, and you suspect a breach of military discipline has occurred.

STANDARD: You must:

1. Completely evaluate the situation.
2. Be satisfied that corrective action is necessary.
3. Prepare a written statement, if necessary.
4. Record punishment appropriate to the defense.

PERFORMANCE MEASURES:

1. Determine the reason for the breach of discipline, if possible.
2. Make sure the recommended punishment/corrective action is warranted and appropriate to the offense.
3. Protect the rights of the individual.
4. Inform your commander/supervisor of:
 - a. What has happened.
 - b. The facts of the offense.
 - c. The soldier's past record.
 - d. Evidence of institutional failures or prejudices.
 - e. Recommended punishment, judging the whole soldier.
 - f. Recommend further action, if needed.

REFERENCES:

AR 27-10, Military Justice

AR 350-212, Military Justice

AR 600-31, Suspension of Favorable Personnel Actions for Military Personnel in National Security Cases and Other Investigations or Proceedings

AR 630-10, Absence Without Leave and Desertion

FM 22-100, Military Leadership

FM 27-14, Legal Guide for the Soldier

Manual for Courts-Martial, United States, 1969, (Revised Edition)

181-908-2300

DETERMINE WHETHER AUTHORITY TO CONDUCT SEARCH EXISTS

CONDITION: Our Constitution protects every citizen from unreasonable searches and seizures. However, this right to privacy is not an absolute right. Our courts have balanced the rights of the individual against the needs of society and have established rules for determining when a search is reasonable. If you gain evidence from an unreasonable search of a soldier's person or property, then the evidence cannot be used in a court-martial. This "exclusionary rule" was developed to prevent the unreasonable invasion of privacy by government officials. Under military law, a company commander has the power to authorize a search. In order to use evidence found during a search in criminal proceedings against a soldier, the commander must follow certain guidelines.

There are three major ways in which the property of a soldier may be lawfully seized.

1. **Lawful Searches and Seizures.** A commander may authorize a search of people or property under that commander's control based on probable cause. Military judges and magistrates may issue search warrants based on probable cause. There are also other types of reasonable searches which you, as a noncommissioned officer, are authorized to conduct. A search is the act of looking for evidence to be used in a trial. Evidence seized as a result of a lawful search is admissible against an individual in a court-martial.
2. **Inspections.** Commanders and NCO's have inherent authority to conduct legitimate inspections, including surprise inspections, of personnel in their units. The purpose of an inspection is to check on the health, welfare, safety, and readiness of the personnel. For example, the commander may want to insure that the troops have their equipment clean, maintained, and properly stored and that they have no dangerous articles such as ammunition carried from the range. The inspection must apply in the same way to all soldiers in the area. It may include an examination of all their belongings that are kept within their living area. Although an inspection does not have to be previously announced, it must have a legitimate purpose and cannot be a trick or false excuse to conduct what is really an unlawful search. The commander who decides to conduct the first "inspection" after hearing about a barracks theft, and then starts the inspection near the living area of the prime suspect will not convince anyone that this was an "inspection" rather than a "search." An inspection is not based on the commander's belief that a crime has been committed. However, evidence of criminal conduct which you discover during a legitimate inspection can be used as evidence in a trial by court-martial, if the inspection looks at the overall fitness of the unit and living conditions of the soldiers. An inspection solely for the purpose of discovering contraband (e.g., drugs) is permissible, and can be used to cleanse the barracks of drugs, but the drugs discovered will probably not be used as evidence in a court-martial.
3. **Inventories.** When a soldier is AWOL, about to be confined, or detained by civilian authorities, an inventory of the soldier's personal belongings is required. Evidence uncovered as a result of this inventory is admissible in a court-martial.

Given a situation where a search should be conducted.

SKILL LEVEL 4

181-908-2300 (continued)

STANDARD:

1. You will determine whether the search meets one of the following criteria:
 - a. It can be authorized by proper authority based on probable cause; or
 - b. It is part of (incident to) a lawful apprehension; or
 - c. It is based upon the consent of the individual concerned.
2. If one or more of these criteria are met, determine what action, if any, you must take prior to conducting a search.

PERFORMANCE MEASURES:

1. Determine whether proper authorization based upon probable cause can be obtained.
 - a. Searches Authorized by the Commander.
 - (1) Areas Subject to Search. Paragraph 152 in the Manual for Court-Martial gives a commander the authority to conduct or direct a search of any person or property located in a place under the control of that commander if there is "probable cause" to justify the search. A company commander could authorize a search in the company area, the battalion commander within the battalion area, etc. You, as an NCO, will not normally conduct a search authorized based upon probable cause, since this is usually done by a law enforcement officer or the unit commander. Your main duty as an NCO who believes that an offense has been committed is to gather as much information as possible about the crime and give it to your commander. Remember that a search cannot be authorized based upon probable cause until the authorizing official has sufficient facts available to give him or her probable cause to believe that the evidence being sought will be found in the place to be searched. In order for you to know what type of information to gather and report, you must know what information a commander needs to establish "probable cause."
 - (2) Requirement for Probable Cause. Before being able to authorize such a search, the commander must have probable cause to believe that—
 - (a) A crime is being committed or has been committed.
 - (b) The items connected with the crime are now located in the place or on the person to be searched.
 - (3) The information and the source of the information must be reliable. There must be more than mere suspicion in the mind of the commander, but absolute proof beyond a shadow of a doubt is not required. In other words, probable cause lies somewhere between suspicion and actual knowledge. The commander must personally decide, from the information given to that commander, that the contraband or evidence of a crime is at that time likely to be in the possession of the individual or in the place to be searched. The commander's decision that there is probable cause must be reasonable and must be based on fact. It cannot be based only on the conclusion of others. It is not sufficient that a CID agent, a first sergeant, or an informant has facts to provide probable cause, unless

181-908-2300 (continued)

those facts are given to the individual who orders or authorizes the search—the commander. The commander must believe that the person furnishing the information is reliable and that this person had a sound basis for this information. A commander may delegate his authority to authorize searches based on probable cause to responsible individuals. The delegation of authority should be in writing. The person who has been delegated the authority must make the same determination that probable cause exists which is discussed above.

- b. **Search Warrant.** A second type of search based on probable cause is one authorized by a warrant issued by a military judge or military magistrate. The warrant is issued based on a sworn affidavit setting forth the facts which establish probable cause. The same rules for establishing probable cause apply.
 - c. These types of searches should be conducted whenever possible. Your rule should be that an authorization based upon probable cause should always be sought unless the circumstances make this impossible.
2. Determine whether a search incident to apprehension may be lawfully conducted.
- a. You, as an NCO, have the authority to make a lawful apprehension of military personnel. It is lawful to search the apprehended individual (the “apprehendee”) and the immediate area under that person’s control.
 - b. “Apprehension” means taking a person into custody or restraining a person’s freedom of movement either verbally or otherwise. In order for the apprehension to be lawful, you must have facts which reasonably indicate that: (1) a crime has been or is being committed, and (2) the person being apprehended committed or is committing the crime. This is known as “probable cause to apprehend.”
 - c. The apprehension must precede the search. The individual must be told that he or she is under apprehension, or it must be clear from the circumstances that an apprehension has occurred.
 - d. Once there is an apprehension, both the individual and the immediate area can be searched.
 - (1) The search of the person may be thorough. It is not limited to looking for evidence of the crime for which the apprehension took place. The purpose of the search is to discover any weapons or destructible evidence on the apprehendee’s person.
 - (2) The area within the individual’s immediate control can also be searched for weapons and destructible evidence. This area will depend on the circumstances. It is basically any place that you reasonably believe that the individual might be able to reach with a lunge or jump to secure the weapon or evidence. For example, you could search an open wall locker next to which the individual is standing when apprehended. But you cannot search it if it is locked, and you cannot search the entire room.

181-908-2300 (continued)

3. Determine whether a consent search may be lawfully conducted.
 - a. A person may consent to a search of his or her person or property. As an extreme example, you can walk up to a perfect stranger and ask permission to search. If a proper consent is given, you can legally conduct a full search of that person with no other basis for the search other than the consent. This is so because the consent is a giving up (a waiver) of the person's right of privacy.
 - b. Because consent is a waiver of the individual's right to be free from unreasonable searches, the burden on the government to establish a free and voluntary consent is quite heavy. The individual should be told that he or she does not have to consent to the search, and it is advisable to have a witness present when the consent is given.
 - c. Again, this is not the type of search you would normally conduct. There are some serious legal matters involved in a consent search. So, don't get involved with one on your own unless it is absolutely necessary.

REFERENCES: Manual for Court-Martial, United States, 1969 (Revised Edition), paras. 18, 19, 152
FM 27-1, Legal Guide for Commanders
FM 27-14, Legal Guide for the Soldier
TEC Lesson 909-071-0044-F, Military Justice, Searches and Inspections.

093-404-3004

REVIEW TAMMS RECORDS/REPORTS

CONDITION: You are a section NCO, and your supervisor has told you to review all the TAMMS records and reports in your section to be sure they are properly prepared and maintained. You will usually do this task at the surveillance office. You will be able to use TM 38-750 and equipment manuals. You will need a ballpoint pen and a pencil.

STANDARD: Do PM's correctly IAW TM 38-750.

PERFORMANCE MEASURES:

1. Research records/reports requirement for all equipment listed on unit TOE or other authorization documents (chap 2 thru 6).
2. Check to be sure required TAMMS records/reports are being used.
3. Review TAMMS records/reports being used to make sure they are correctly prepared.
4. Check to be sure that TAMMS records/reports are distributed and/or filed on a timely basis (TM 38-750 and command directives).

REFERENCES: TM 38-750, The Army Maintenance Management System (TAMMS)
 TM 38-750-1, The Army Maintenance Management System (TAMMS) Field Command Procedures

SKILL LEVEL 4

093-410-4201

PERFORM SECURITY INSPECTION

CONDITION:

Do this task in the field or garrison under all conditions. You are responsible for monitoring the operation of the unit and reporting any breaches of security regulations. You are also responsible for informing repairers of all security regulations and classification requirements pertaining to their work area. You need DOD 5200.1-R, AR 380-5, clipboard, paper, and pencil.

STANDARD:

Task standard is met when you complete the following steps in accordance with DOD 5200.1-R and AR 380-5:

1. Prepare for the inspection (performance measures 1 and 2 below).
2. Make the inspection (performance measures 3 below).
3. Make a report of the inspection.

NOTE: If conflicts between the two references occur, DOD 5200.1-R will take precedence unless specifically stated otherwise by command directives.

PERFORMANCE MEASURES:

1. Make a checklist of the things to be inspected.
2. Make a schedule for periodic checking of each activity, repair shop or section of the unit to be inspected.
3. Do the security inspection using the checklist. Report any security violations immediately to the commander and take action for specific violations.
4. Keep a file of reports and record forms required for inspections.
5. Develop and use procedures for channeling recommendations for corrective action.

REFERENCES:

DOD 5200.1-R, Information Security Program Regulation

AR 340-2, Maintenance and Disposition of Records in TOE Units of the Active Army, the Army Reserve and the National Guard.

AR 380-5, Department of the Army Information Security Program

121-004-1417

RECEIPT/CONTROL CLASSIFIED MATERIAL**CONDITION:**

Five events require this task to be performed. Your office receives a classified document from the mailroom; a courier delivers a classified document to your office; your office receives a classified message from the telecommunications center; another office within your organization returns to your office a previously transmitted classified document; or your organization generates a classified document which must be properly controlled.

Given a classified document, DA Label 22, 23, or 24, DA Forms 3964, and access to IAW AR 340-18-1, AR 380-5, DOD Directive 5200.1-R, and standard office materials and equipment.

STANDARD:

1. The classified document will agree completely with the accompanying DA Form 3964 description in accordance with (IAW) AR 380-5.
2. Section E of the DA Form 3964 must be signed and returned to the sender IAW AR 380-5.
3. Enough copies of DA Form 3964 will be prepared to permit intra-office routing and filing IAW AR 380-5.
4. The classified document will be safeguarded IAW DOD Directive 5200.1-R.
5. The DA Form 3964 will be filed in an active receipt file IAW AR 340-18-1.

PERFORMANCE MEASURES:

1. When you receive a package from the mailroom or a package/document from a courier or other source, be sure the control number on the package/document and the receipt agree. Before signing the package, be sure the package is addressed to your headquarters and there are no signs of tampering.
2. Open the package and examine the contents. If the document is TOP SECRET, apply a DA Label 24 cover sheet and contact your supervisor. Your supervisor will contact the TOP SECRET Control Officer (TSCO). If the document is CONFIDENTIAL, apply a DA Label 22 cover sheet and forward the document to the appropriate action office.
3. If the document is UNCLASSIFIED, sent it to the appropriate action office. If the document is marked "FOR OFFICIAL USE ONLY," apply a DA Label 22 cover sheet before forwarding it.)
4. If the document is SECRET, you must apply additional control measures. First, determine whether or not the accompanying DA Form 3964 describes the document. (You might receive a classified message from the message center without a DA Form 3964.) If the DA Form 3964 does not agree with the document, do not sign for it. Instead, return the package to the sender (or to the message center). If the DA Form 3964 accurately describes the document, here is what you do. Check the "Receipt of Document(s) Acknowledged" block, sign the receipt in Section E, and return the form to the sender (fig. 1417-1).

SKILL LEVEL 4

121-004-1417 (continued)

5. To bring the document under control, follow local procedures. It is important to "log in" the receipt of classified documents and to "log out" the transfer of such documents. Both DA Form 455 and DA Form 3964 are used for this purpose. However, because DA Form 3964 is widely recognized, use it as the control document. Complete the DA Form 3964 (fig. 1417-2).
6. In addition, in the "Date Received" block of DA Form 3964, enter the date the document was received. Also enter the appropriate offices in the "Action Office(s)" block and the register mail control number in the "Register or Control No." block (fig. 1417-2).
7. Distribute and file the classified document IAW standing operating procedure (SOP). If no further distribution is required, take the receipt and control measures outlined in the following steps.
8. Determine whether the SECRET document is to be routed temporarily or transferred permanently to another office of your organization. If the document is being routed temporarily, have the receiver sign for it in Section B of DA Form 3964. If it is being transferred permanently, have the receiver sign for it in Section E picked up personally (fig. 1417-2).
9. If the document is being routed temporarily, enter the office name or symbol in the "To" block in Section B of DA Form 3964. Enter the copy number(s) from the document in the "Copy No." block. Also enter the name of the person to whom the document is being sent in the "Printed Name" block (fig. 1417-2).
10. In the "Signature" block of DA Form 3964, obtain the signature of the person receiving the document temporarily. Keep the signed DA Form 3964 in your files until the classified document is returned. (fig. 1417-2).

-004-1417 (continued)

TASK: RECEIPT/CONTROL CLASSIFIED MATERIAL
PERMANENT RECEIPT FROM ONE COMMAND TO YOUR
COMMAND WHICH HAS BEEN SIGNED

DATE DA 3964 PREPARED 15 June 1981

FULL ADDRESS OF RECEIVING COMMAND

FULL RETURN ADDRESS OF SENDING COMMAND

CLASSIFIED DOCUMENT ACCOUNTABILITY RECORD						DATE	
Per use of this form, see AR 380-5; the proponent agency is the Office, Assistant Chief of Staff for Intelligence.						15 June 1981	
SECTION A - GENERAL							
TO: Commander 12th Infantry Division ATTN: AAJAG-A Fort Jones, GA 30312				FROM: Commander Third United States Army ATTN: AJAAG-A Fort McPherson, GA 30330			
DATE RECEIVED		ACTION OFFICE(S)		SUSPENSE DATE(S)		REGISTER OR CONTROL NO.	
CONTROL, LOG OR FILE NO.	CLASSIFICATION	NUMBER OF COPIES	DESCRIPTION, Type, File Ref., Unclassified Subject or Short Title and Number of Indorsements/Incls)		DATE OF DOCUMENT	ORIGINATOR	
3AS10001	S	1	Letter, AJAAG-A, Subject: World Wide Locator System (U) Copy 1 of 3 copies, S.		15Jun81	Third US Army	

THIRD ARMY CONTROL NUMBER

DESCRIPTION OF DOCUMENT

SECTION D - REPRODUCTION AUTHORITY		
NUMBER OF COPIES TO BE REPRODUCED	AUTHORIZED BY	DATE
SECTION E - RECEIPT, TRACFF ACTION (Check appropriate block)		
☒ RECEIPT OF DOCUMENT(S) ACKNOWLEDGED ☐ DOCUMENT(S) HAVE NOT BEEN RECEIVED		
☐ TRACER ACTION SIGNED RECEIPT FOR MATERIAL DESCRIPTION ABC. C M/S NOT BEEN RECEIVED.		
DATE	PRINTED NAME, GRADE & TITLE	SIGNATURE
16 June 1981	DAVID B. CHILSON, 1LT, Custodian	<i>David B. Chilson</i>
COMMENTS		

DA FORM 3964, 1 Jul 79

REPLACES DA FORMS 1-23, 1-1, P 55, 1204, 1 JAN 60; 931, 1 MAR 61 AND 946, 1 OCT 63, WHICH ARE OBSOLETE.

SIGNATURE OF PERSON RECEIPTING FOR DOCUMENT IN THE 12th DIVISION

Figure 1417-1

NOTE: Original copy returned to sending command within 7 days. One copy should be kept for your records with your control number shown to facilitate inventory and control.

121-004-1417 (continued)

TASK: RECEIPT/CONTROL CLASSIFIED MATERIAL**INTERNAL RECEIPT FROM YOUR CLASSIFIED CONTROL SECTION
TO AN OFFICE AND BACK TO THE CLASSIFIED CONTROL SECTION**

WHAT SECTION/OFFICE HAS ACTION/INFO ON DOCUMENT

DATE DA 3964 PREPARED

DATE DOCUMENT RECEIVED

REGISTERED MAIL NUMBER IF APPLICABLE

LOCAL (12th DIV) CONTROL NUMBER

AS A FURTHER LOCAL CONTROL YOU MAY ADD ORIGINATOR'S CONTROL NUMBER

DESCRIPTION OF DOCUMENT

SIGNED FOR IN AN OFFICE FOR ACTION/INFO

RETURNED TO THE CLASSIFIED CONTROL SECTION

U. S. GOVERNMENT PRINTING OFFICE: 1979-0-294-004									
CLASSIFIED DOCUMENT ACCOUNTABILITY RECORD								DATE	
For use of this form, see AR 3964; the proponent agency is the Office, Assistant Chief of Staff for Intelligence.									
SECTION A - GENERAL									
TO:		FROM:		DATE RECEIVED		ACTION OFFICE(S)		SUSPENSE DATE(S)	
				16 June 1981		AG			
CONTROL LOG OR FILE NO.		CLASSIFICATION		NUMBER OF COPIES		DESCRIPTION (Type, File No., Unclassified Subject or Short Title and Number of Indorsements/Books)		DATE OF DOCUMENT	
12D86481		S		1		Letter, AJAAG-A, Subject: World Wide Locator System (U) copy 1 of 3 copies, S.		15Jun81	
								ORIGINATOR	
								Third US Army	
SECTION B - ROUTING									
TO	COPY NO.	DATE	PRINTED NAME	SIGNATURE					
AG	1	16Jun81	William R. Parsley	William R. Parsley					
AGCLASSIFIED	1	17Jun81	David B. Chilson	David B. Chilson					
SECTION C - DESTRUCTION CERTIFICATE (Check appropriate block)									
MATERIAL DESCRIBED HEREON HAS BEEN:									
☐ DESTROYED ☐ TORN IN HALF AND PLACED IN A CLASSIFIED WASTE CONTAINER (AR 3964-D)									
OFFICE SYMBOL	DATE	PRINTED NAME OF CUSTODIAN OR REP.		SIGNATURE					
DESTRUCTION RECORD NO.	DATE	PRINTED NAME OF CERTIFYING/DESTR. OFF.		SIGNATURE					
PAGE OR COPY NUMBER	DATE	PRINTED NAME OF WITHHELDING OFFICIAL		SIGNATURE					
SECTION D - REPRODUCTION AUTHORITY									
NUMBER OF COPIES TO BE REPRODUCED		AUTHORIZED BY		DATE					
SECTION E - RECEIPT/TRACER ACTION (Check appropriate block)									
☐ RECEIPT OF DOCUMENT(S) ACKNOWLEDGED ☐ DOCUMENT(S) HAVE NOT BEEN RECEIVED									
☐ TRACER ACTION: SIGNED RECEIPT FOR MATERIAL DESCRIBED ABOVE HAS NOT BEEN RECEIVED.									
DATE	PRINTED NAME, GRADE OR TITLE		SIGNATURE						
COMMENTS									

DA FORM 3964, 1 Jul 79

REPLACES DA FORMS 1489, 1 SEP 59; 1504, 1 JAN 66; 551, 1 MAR 55 AND 505, 1 OCT 55, WHICH ARE OBSOLETE.

Figure 1417-2

121-004-1417 (continued)

REFERENCES: DOD 5200.1-R, Information Security Regulation
AR 340-18-1, Army Functional File System
AR 380-5, Department of the Army Information Security Program Regulation

093-434-4208

PREPARE/MAINTAIN DA FORM 2062, HAND RECEIPT

- CONDITION:** Do this task in the work section using DA Form 2062 and DD Form 1150.
- STANDARD:** You have to prepare the hand receipt correctly, document the inventory of all property, and correct for all shortages and overages.
- PERFORMANCE MEASURES:**
1. Familiarize yourself with para 2-9 through 2-11 of AR 710-2; chapters 5 and 10, FM 10-14; and the proper supply catalog (see references below).
 2. Prepare DA Form 2062, Hand Receipt/Annex No. (fig. 4208-1) (para 2-9, AR 710-2, and SC 4931-92-CL-1 or SC 4935-95-CL-A40).
 3. Inventory all property on hand (para 2-10, AR 710-2).
 - a. Compare quantity authorized with that on hand.
 - b. Write serial numbers, when available, of items issued on DA Form 2062.
 4. Prepare DD Form 1150, Request for Issue, (fig. 4208-2) on all shortages noted in 3a above (para 2-9, AR 710-2, and para 5-14, FM 10-14).
 5. Prepare DD Form 1150, Request for Turn-In (fig. 4208-2) on all overages (para 2-9, AR 710-2, and para 5-14, FM 10-14).
 6. Enter the words "Temporary Hand Receipt" in block 5, when DD Form 1150 is used as a temporary hand receipt. The original copy is filed by the property book officer and the second copy, by the hand receipt holder. Every 6 months, temporary hand receipts will be posted to the DA Form 2062, and the current balance entered in the next numbered balance column.
 7. Inventory all property at least annually or when there is a change of hand receipt holder. If Government property is lost, damaged, stolen, or destroyed, you can file Department of the Army Report of Survey (DA Form 4697, (fig. 4208-3)). This report insures that an appropriate investigation is made and reviewed objectively at a suitable command level.
 8. Correct errors in the property book such as discrepancies in nomenclature, NSN, model and serial number, with an Inventory Adjustment Report, DA Form 444 (fig. 4208-4). You can also use this form to adjust for shortages and overages under certain conditions.
 9. File one copy on the hand receipt with the property book officer and another copy with the hand receipt holder.

[illegible]

Figure 4208-1.

093-434-4208 (continued)

REQUEST FOR ISSUE OR TURN-IN				ISSUE	SHEET NO	NO OF SHEETS	3 REQUEST NUMBER	
				X TURN-IN	1	1	TEMPORARY HAND RECEIPT	
1 FROM WABCTO HAND RECEIPT FILE NO. 1				6 DATE MATERIAL REQUIRED		7 PRIORITY		
2 TO				8 VOUCHER NUMBER		9 POSTED		DATE BY
3 ACCOUNTING AND FUNDING DATA								DATE BY
4 END ITEM IDENTIFICATION				5 NAME AND MANUFACTURER		6 MODEL		7 SERIAL NUMBER
8 PUBLICATION								
ITEM NO	STOCK NUMBER	DESCRIPTION AND CODING OF MATERIAL AND/OR SERVICES	UNIT COST	QUANTITY	SUPPLY ACTION	UNIT PRICE	TOTAL COST	
1	Serial No. 14241 6650-530-0974	Binocular, 7 x 50,	S Ea	1	1			
		Mil Reticle, M17A1, W/Equip						
		NOTHING FOLLOWS						
						SHEET TOTAL		
*ISSUE — I-Initial; R-Replacement						TURN IN — U-Unserviceable; S-Serviceable		
10 ISSUE OR TURN IN QUANTITIES IN 'QUANTITY' COLUMN IS REQUESTED						11 RECEIVED QUANTITIES IN 'SUPPLY ACTION' COLUMN		DATE
DATE						BY		4 Nov 69
FORM 10-67 1150						REPLACES EDITION OF 1 JUL 66 WHICH MAY BE USED		BY U. R. Wright CW2 PBO

Figure 4208-2. DD Form 1150 prepared for a turn-in (temporary hand receipt)

093-434-4208 (continued)

DEPARTMENT OF THE ARMY REPORT OF SURVEY For use of this form, see AR 735-11; the proponent agency is ODCSLOG.			1. DATE PREPARED 20 January 1979		2. SURVEY NUMBER	
3. TYPE OF PROPERTY Organizational		4. STOCK RECORD ACCOUNT OR OTHER PROPERTY RECORD AND STATION Accountable Officer HQ, 307th Sig Bn, Fort Blank, Texas (WARVAP)				
5. ACCOUNTABLE OFFICER OR RESPONSIBLE OFFICER (Typed Name, Grade and Designation) Glen C. Dunlap, CPT, Commanding, Co A, 307th Sig Bn					6. VOUCHER NUMBER 9020-0001	
7. NATIONAL STOCK NUMBER	8. ITEM DESCRIPTION	9. QTY	10. UNIT PRICE	11. TOTAL COST	12. ACTUAL LOSS	
1. 6650-00-530-0974	Binocular, 7x50, mil reticle, M17A1, SN: 11214	1 ea	\$350.00	\$350.00	\$350.00	
2. 5180-00-712-1405	Tool Kit, amphibious, lighter					
Component Loss						
5120-00-061-8542	Hammer, hand: Machinest	1 ea	2.50	2.50	2.50	
5110-00-186-7107	Chisel, cold hand	1 ea	1.05	1.05	1.05	
5120-00-223-7396	Pliers, slip joint	1 ea	2.00	2.00	2.00	
5120-00-357-7175	Screwdriver Set	2 ea	8.50	17.00	17.00	
				Grand Total	\$372.55	
13. DATE AND CIRCUMSTANCES Shortages were discovered during a joint inventory taken by CPT Glen C. Dunlap, 228-13-4441, and CPT George C. Piercy, 215-44-2914, upon transfer of command of Co A, 307th Signal Bn, on 12 January 1979. The binoculars were stored in a locked container in the company orderly room. CPT Dunlap has one key to the container; another key is maintained in the company key box which is controlled by the company first sergeant, 1SGT Earl H. Drumm, 377-48-5050, or the company CQ (Exhibit A). The binoculars were present during the monthly inventory on 10 December 1978. They were not present during the joint inventory on 12 January 1979; however, no action was taken as it was believed they were being used in the field on a battalion CPX (Exhibit B). The tool kit was hand receipted to PFC Jack L. Hunt, 442-38-8673 (Exhibit C). PFC Hunt has in his possession copies of DA Forms 3122 showing the items listed were turned in to the company supply room (Exhibit D). The supply sergeant, SGT R. F. Watson, 035-62-7888, has no record of these turn-ins, nor is there any record in the battalion property book office. Exhibits A through D attached						
14. DATE 20 Jan 79		15. TYPED NAME, GRADE, TITLE AND SIGNATURE OF INDIVIDUAL PROVIDING STATEMENT IN ITEM 13 <i>Glen C. Dunlap, Cpt, SC</i> CPT Glen C. Dunlap, Commander				
16. TYPED NAME, GRADE OF APPOINTING AUTHORITY LTC John D. Edmondson			17. TYPED ADDRESS OF APPOINTING AUTHORITY Commander HQ, 307th Sig Bn, FT Blank, TX			

DA FORM 1 JUL 78 4697 (TEST)

Figure 4208-3. Department of the Army Report of Survey

093-434-4208 (continued)

INVENTORY ADJUSTMENT REPORT For use of this form, see AR 710-2; the proponent agency is the Office of the Deputy Chief of Staff for Logistics.				STATION Fort School, Va.		DATE PREPARED 5 Jul 72		PAGE NO. 1		NUMBER OF PAGES 1							
SUPPLY BRANCH 84th Sup & Svc Battalion			PROPERTY CLASS 7110		CLASS CODE		OWNERSHIP		CONDITION Serviceable		REPORT NO.						
ITEM NUMBER	STOCK OR PART NUMBER	NOMENCLATURE	UNIT	RECORDED QUANTITY	INVENTORY QUANTITY	ADJUSTMENT		UNIT STANDARD PRICE	ADJUSTMENT AMOUNTS								
						QUANTITY OVER	QUANTITY SHORT		DEBIT	CREDIT							
1	7110-262-6648	Bookcase Section, Steel 14 3/4" high	ea	1	2	1											
2	7110-262-6650	Bookcase Section Steel 16 3/4" high	ea	7	6		1										
////////////////////////////////////// Nothing Follows Inventory of items hereon conducted under the provisions of paragraph 2-13, AR 710-2 //////////////////////////////////////																	
I CERTIFY THAT THE ABOVE INVENTORY ADJUSTMENTS ARE NECESSITATED BY DIFFERENCES BETWEEN THE BALANCES AS RECORDED ON THE STOCK CARDS AND THE BALANCES COUNTED ON THE PHYSICAL INVENTORY MADE ON <u>5 July 72</u>												ACCOUNTABLE OFFICER <u>S. M. Wright</u>		DATE APPROVED 7 Jul 72		DIRECTOR OF SUPPLY AND MAINTENANCE (Show proper initials of approving authority) <u>JOHN J. BALL</u> LTC OMC Commander	
LOCATION OF COUNT SLIPS DISCLOSING ABOVE DISCREPANCIES				NAME I. M. Wright PBO		PLACE 84th Sup & Svc Bn		VOUCHER NO. 2187-0005		ACTY TRNG CODE							

DA FORM 444

PREVIOUS EDITIONS OF THIS FORM ARE OBSOLETE.

U.S. GOVERNMENT PRINTING OFFICE: 1977-245-877

Figure 4208-4.

- REFERENCES:** AR 710-2, Material Management for Using Units, Support Units and Installations
 FM 10-14, Unit and Organizational Supply (Manual Procedures)
 SC 4931-92-CL-1, Sets, Kits, and Outfits Components List Calibration Standards Set:
 (6695-00-621-7877) and Secondary Reference (4931-00-621-7878)
 SC 4935-95-CL-A40, Tool Kit, Calibration Technician (4935-00-670-7123)

101-535-2154

DETERMINE METHOD OF OBTAINING RELIEF FROM RESPONSIBILITY FOR LOST, DAMAGED, AND DESTROYED PROPERTY

- CONDITION:** You are a supply sergeant responsible for determining which forms or documents must be prepared to obtain relief from responsibility for lost, damaged, or destroyed property. The task is performed in all environments. Duty uniform will be worn unless otherwise directed. Material required: AR 735-11.
- STANDARD:** You must select the correct method of obtaining relief from responsibility for a lost, damaged, or destroyed item.
- PERFORMANCE MEASURES:**
1. Obtain relief from responsibility for lost, damaged, or destroyed handtools (fig. 2154-1).
 - a. Determine if the responsible individual has admitted liability.
 - (1) Prepare a Report of Survey if liability is not admitted and negligence or misappropriation is suspected.
 - (2) Prepare a Government Property Lost or Damaged Report (GPLD) if liability is not admitted and negligence or misappropriation is not suspected.
 - b. Determine if individual admitting liability desires to make payment for the tools.
 - (1) Prepare a Statement of Charges for persons who wish to pay for the tools but who do not wish to make a cash purchase. (NOTE: Total charges cannot exceed 1 month of basic pay.)
 - (2) Prepare a Report of Survey when liability is admitted but the person will not make a cash purchase, and the charges exceed 1-month's basic pay of the person concerned.
 - c. Determine if the tools are stocked at the self-service supply center (SSSC).
 - (1) Prepare an authorization statement for a person desiring to make a cash purchase of the tools from the SSSC.
 - (2) Prepare a Cash Collection Voucher when a person wishes to make cash payment for tools not stocked at the SSSC.
 2. Obtain relief from responsibility for lost property (other than handtools) when liability is admitted (fig. 2154-2).
 - a. Determine if item is classified as a sensitive item.
 - b. Determine the person's monthly basic pay.
 - c. Prepare a cash collection voucher if person wishes to make a cash payment, item is not a lost sensitive item, and the charge does not exceed 1-month's basic pay.

101-535-2154 (continued)

- d. Prepare a statement of charges if person wishes to have funds withdrawn from pay, item is not a lost sensitive item, and charge does not exceed 1-month's pay.
 - e. Prepare a Report of Survey if a sensitive item is lost or charges exceed 1-month's basic pay, even though liability has been admitted.
3. Obtain relief from responsibility for damaged or destroyed property (other than vehicles involved in an accident or handtools) when liability is not admitted (fig. 2154-3).
 - a. Request technical inspection of damaged property.
 - b. Determine if the estimated cost of damages (ECOD) is over \$500.
 - c. Determine if the technical inspector suspects that damage is from other than fair wear and tear (FWT).
 - d. Determine if negligence is suspected.
 - e. Request repair of damages classified as FWT. (No action is required for relief from responsibility.)
 - f. Prepare a GPLD if damage is not FWT, negligence is not suspected, and damage is more than \$500. Attach approved copy of GPLD to appropriate repair or turn-in documentation.
 - g. Prepare a statement for the commander's signature if damage is not FWT, negligence is not suspected, and damage is \$500 or less. Attach the statement to either the maintenance request or turn-in documentation.
 - h. Prepare a Report of Survey if negligence is suspected.
4. Obtain relief from responsibility for vehicles damaged in accidents.
 - a. Request estimated cost of damages (ECOD).
 - b. Determine if negligence or misappropriation is suspected or if cost of damages exceeds \$500.
 - (1) Prepare Report of Survey if negligence or misappropriation is suspected.
 - (2) Prepare Report of Survey if cost of damage exceeds \$500.
 - c. Prepare a statement for the commander's signature if damage does not exceed \$500, and negligence or misappropriation is not suspected.
 - (1) Attach statement to turn-in document if vehicle is not economically repairable.
 - (2) Attach statement to work request if vehicle is repairable.
5. Obtain relief from responsibility for aircraft lost, damaged, or destroyed in accidents.
 - a. Determine if an investigation has been conducted as prescribed by AR 385-40.

101-535-2154 (continued)

- b. Prepare a GPLD and attach investigation results.
 - c. Prepare a Report of Survey if investigation was not conducted.
6. Determine if use of a Report of Survey is mandatory.
- a. Prepare a Report of Survey when a sensitive item is lost or destroyed.
 - b. Prepare a Report of Survey when a loss is disclosed as a result of change of accountable officer inventory (includes property book officer).
 - c. Prepare a Report of Survey when damages or shortages totaling \$200 or more occur to Government quarters or Government furnishings for quarters (one household).
 - d. Prepare a Report of Survey when liability is admitted but charges exceed 1-month's basic pay.
 - e. Prepare a Report of Survey when liability is not admitted but negligence or misappropriation is suspected.
 - f. Prepare a Report of Survey when accident damages to a military vehicle exceed \$500 or when negligence or misappropriation is suspected.
 - g. Prepare a Report of Survey when an individual refuses to sign a statement of charges.
 - h. Prepare a Report of Survey for a loss of bulk petroleum of \$100 or more.
 - i. Prepare a Report of Survey as directed to by a higher authority.
7. See AR 731-11 for special instructions when losses involve:
- a. Destruction of infested clothing.
 - b. Losses in laundries.
 - c. Property ordered to be abandoned.
 - d. Marine casualties.
 - e. Discrepancies involving persons carried on rolls but not present.
 - f. Losses caused by fire, theft, or disaster.
 - g. Losses incident to participation in joint exercises and operations.
 - h. Property determined to be unsafe for further use or storage because of age.
 - i. Disassembled or cannibalized major items, kits, or assemblies.
8. Prepare a GPLD when loss or destruction to military property occurs and no other form or report is specified in performance measures one through seven above and when there is no suspicion that loss or destruction is through negligence, misappropriation, or misconduct.
9. Determine if a continuing balance system (CBS) report is required.

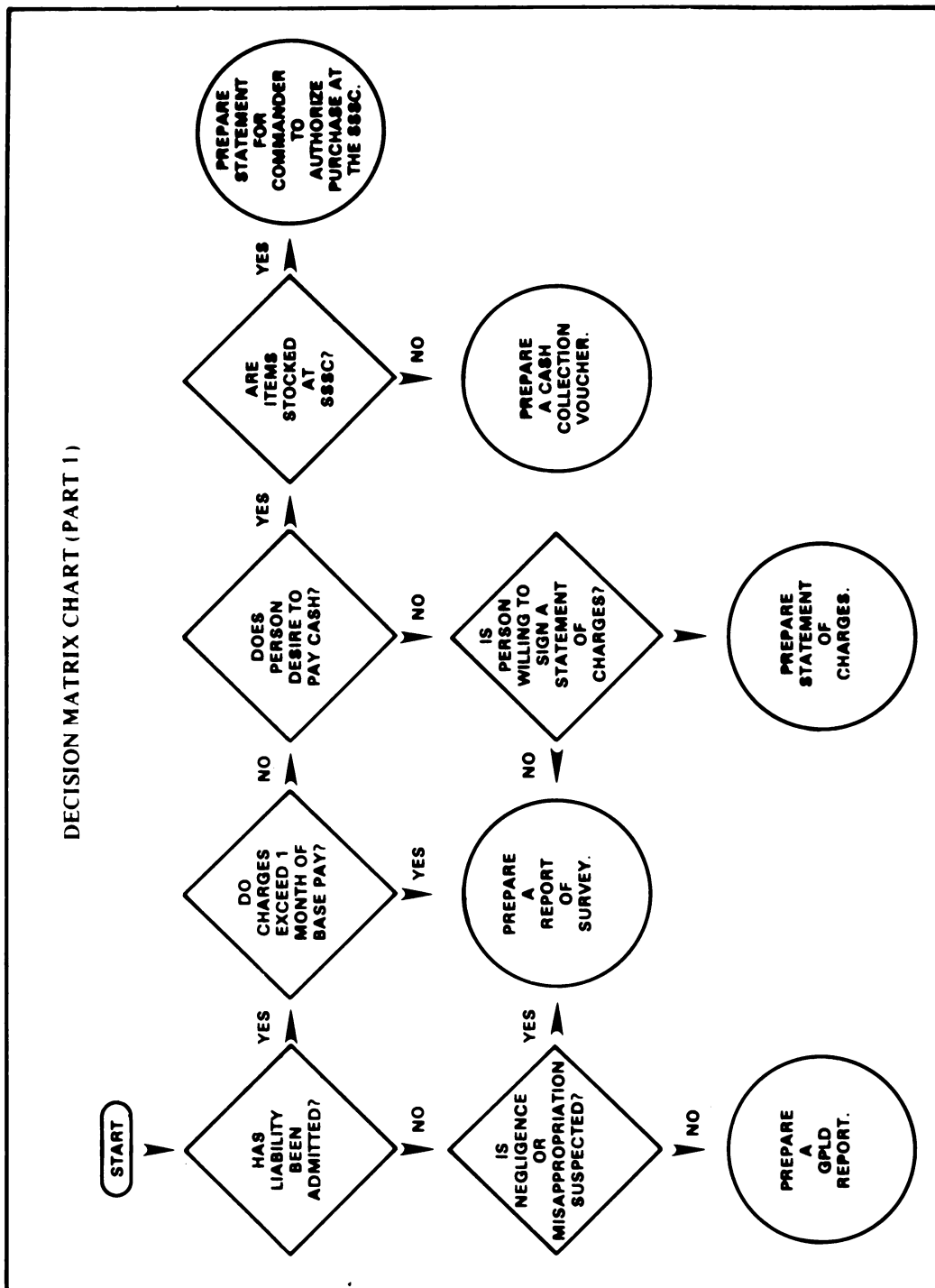


Figure 2154-1. Determining methods of relief from responsibility for lost, damaged or destroyed handtools.

101-535-2154 (continued)

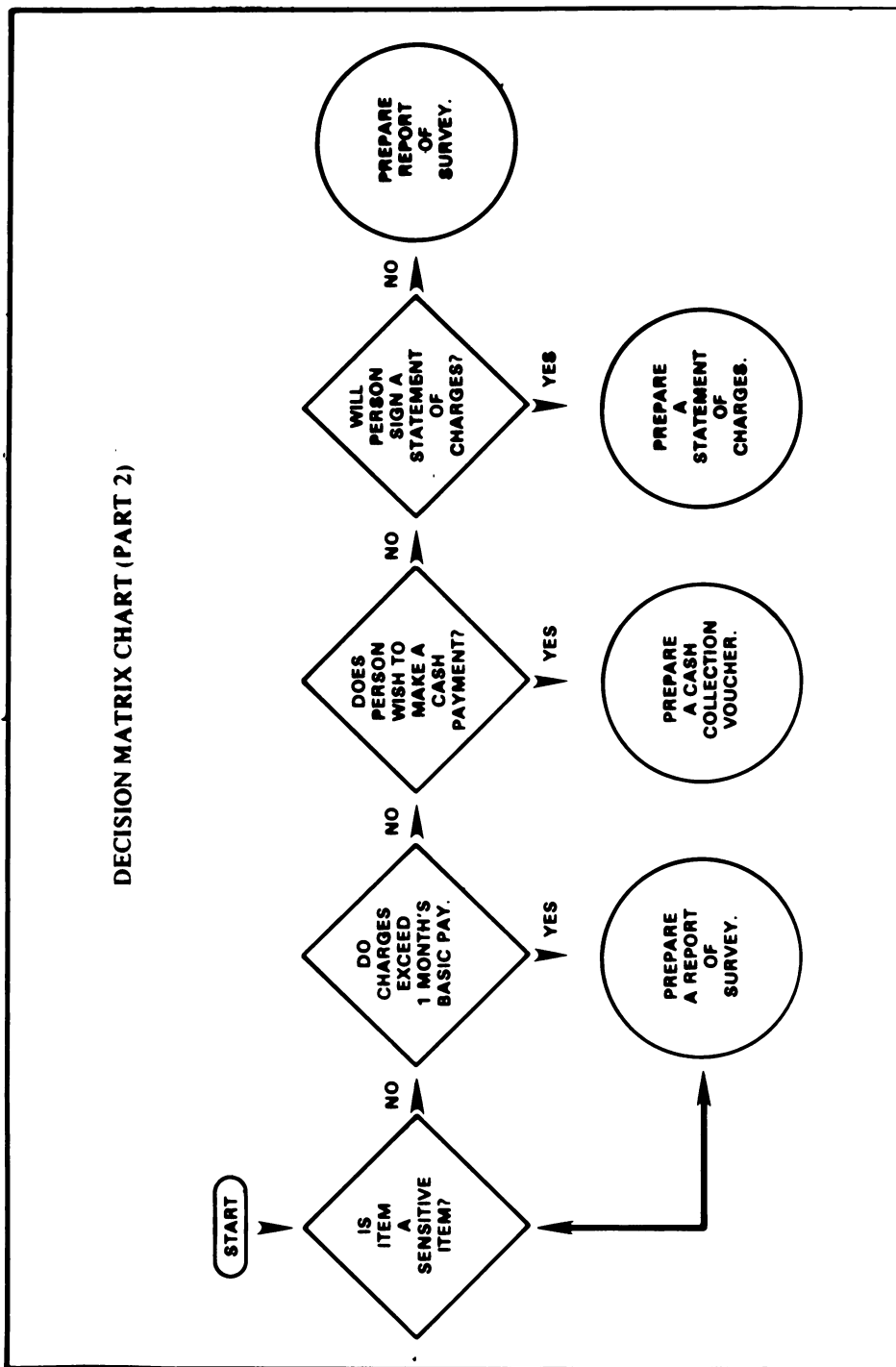


Figure 2154-2. Determining methods of relief from responsibility for lost property (other handtools) when liability is admitted.

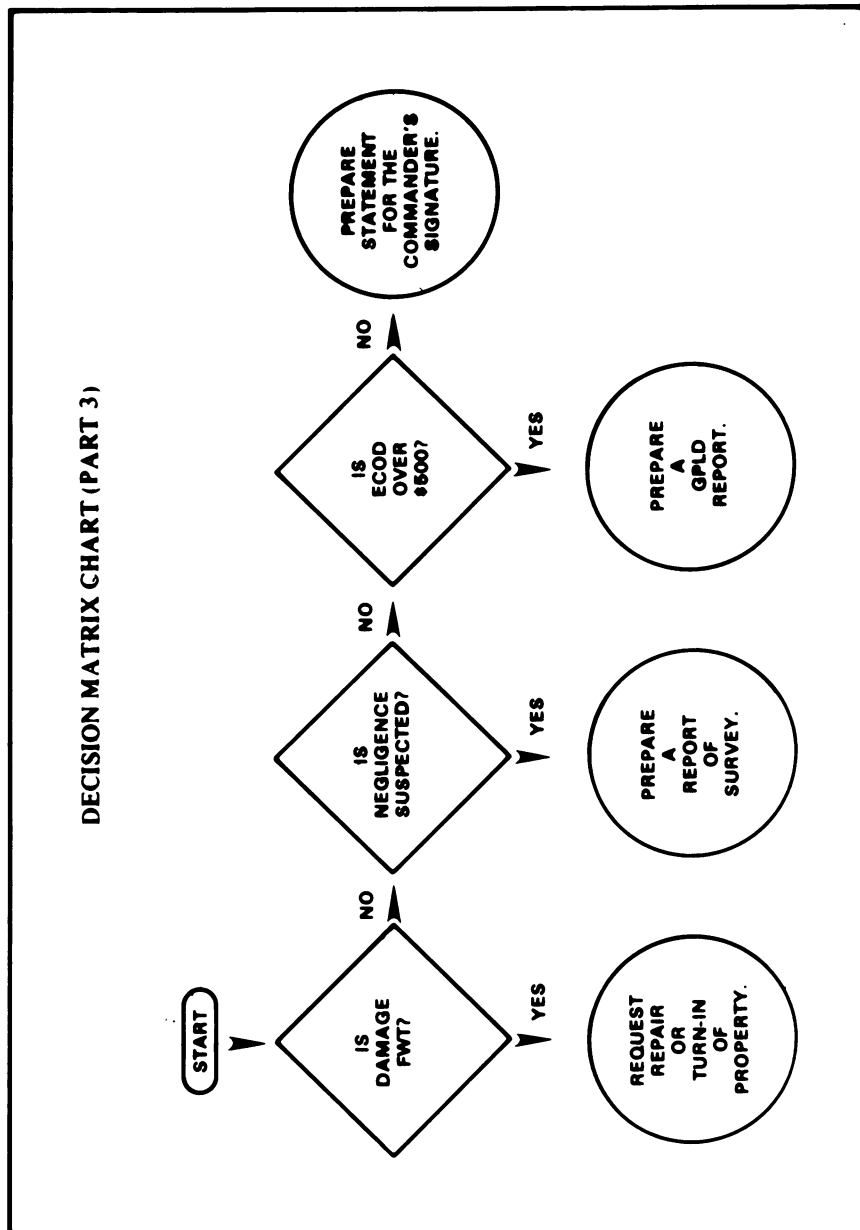


Figure 2154-3. Determining methods of relief from responsibility for damaged or destroyed property (other than handtools or vehicles involved in accidents) when liability is not admitted.

REFERENCE: AR 735-11, Accounting for Lost, Damaged and Destroyed Property

051-196-3011

**DETERMINE THE CLASSIFICATION OF A TIMBER TRESTLE
BRIDGE USING THE HASTY BRIDGE CLASSIFICATION WHEEL**

- CONDITION:** Under any environmental conditions, with critical dimensions of a timber trestle bridge obtained from actual onsite measurement or a DA Form 1294 (Bridge Reconnaissance Report), a Bridge Classification Wheel, and a directive to determine the military load classification of the bridge.
- STANDARD:** The military load classification will be determined to within plus or minus one vehicle class or determined by the Hasty Bridge Classification Wheel.
- PERFORMANCE MEASURES:** **NOTE:** This task becomes applicable when the Hasty Bridge Classification Wheel is available to the field as a job aid. Until then, the analytical method must be used.

**ENGINEER BRIDGE CLASSIFICATION WHEEL,
TRACKED AND WHEEL VEHICLES****IMPORTANT**

IF ANY PART OF THE BRIDGE IS DAMAGED OR EXCESSIVELY
WORN, DO NOT ATTEMPT TO USE THIS CARD.

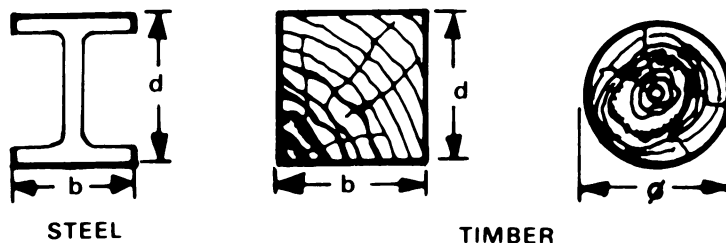
051-196-3011 (continued)

1. Before attempting to classify a bridge using this job aid, it is important that the instructions be read and understood.
2. For practice, classify a timber trestle bridge with a timber deck.
 - Refer to Figure 3011-2 and begin the classification process using the example specified.
 - Step 1: From either onsite measurement or a Bridge Reconnaissance Report the following information is available.
 - Stringer Dimensions 12 x 24 inches
 - Stringer Spacing 42 inches (3.5 feet)
 - Span Length 25 feet

INSTRUCTIONS FOR USE OF BRIDGE CLASSIFICATION WHEEL

1. Obtain the following information for each span of the bridge:
 - a. *Stringer Dimensions.* Measure b and d, (examples), to the nearest inch for timber and 1/8-inch for steel.
 - b. *Stringer Spacing.* Measure center to center to the nearest inch.
 - c. *Span Length.* Measure from center of support to center of support (to nearest 1/2-foot).

NOTE: Concrete decks are assumed adequate. Timber decks must be classified for wheeled vehicle crossings in accordance with paragraph 5 below. (Deck is not critical for tracks.)



2. Identify the bridge stringers from the charts at the end of these instructions and determine proper stringer code.
3. Steel Stringer Classification Procedure.
 - a. Locate bridge stringer code on outer wheel.
 - b. Rotate middle wheel until steel stringer spacing is aligned with it.
 - c. Rotate the inner wheel until the steel span length of the bridge is aligned with the span on the middle wheel.
 - d. Determine the bridge class from the window.

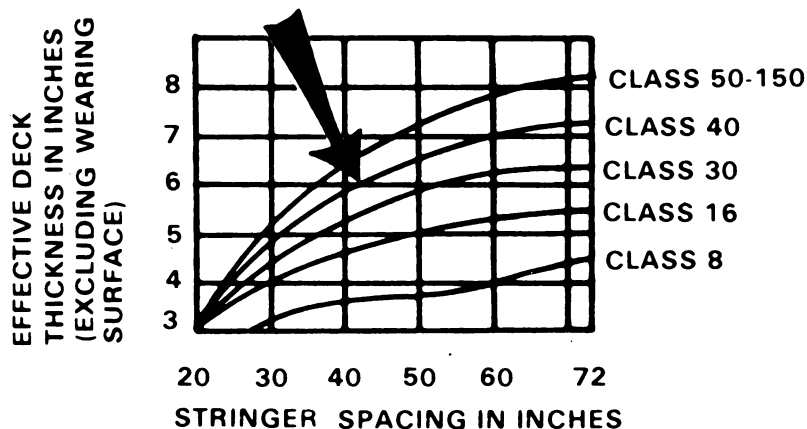
051-196-3011 (continued)

- Step 2: Using Figure 3011-3, the proper stringer codes are found to be 48.0 and 11.8.
- Step 3: Not applicable since stringers are not steel.

STEEL	d	b	CODE	STEEL	d	b	CODE	b x d	TIMBER CODES
39WF211	39-1/4	11-3/4	78.7	18162	17-3/4	6-7/8	10.6	6 x 12	12.0 1.47
37WF206	37-1/4	11-3/4	73.6	18177	17-3/4	6-5/8	12.5	6 x 14	14.0 2.00
36WF300	36-3/4	16-5/8	110.5	16WF112	16-3/4	11-3/4	20.0	6 x 16	15.0 2.62
36WF194	36-1/2	12-1/8	66.3	16170	16-3/4	6-1/2	10.6	6 x 18	16.0 3.31
36WF182	36-3/8	12-1/8	62.1	16WF50	16-1/4	7-1/8	8.04	8 x 12	18.0 1.96
36WF170	36-1/8	12	57.9	16WF45	16-1/8	7	7.24	8 x 14	18.7 2.67
36WF160	36	12	54.1	16WF64	16	8-1/2	10.4	8 x 16	21.3 3.49
36WF230	35-7/8	16-1/2	83.5	16WF40	16	7	6.44	8 x 18	24.0 4.42
36WF150	35-7/8	12	50.3	16150	16	6	6.89	8 x 20	26.7 5.45
36WF201	35-3/8	11-3/4	68.7	16WF36	15-7/8	7	5.64	8 x 22	29.3 6.60
33WF196	33-3/8	11-3/4	63.7	16WF110	15-3/4	11-3/4	15.3	8 x 24	32.0 7.85
33WF220	33-1/4	15-3/4	73.8	16162	15-3/4	6-1/8	8.89	10 x 10	15.7 1.70
33WF141	33-1/4	11-1/2	44.7	16145	15-3/4	5-5/8	6.67	10 x 12	20.0 2.45
33WF130	33-1/8	11-1/2	40.5	15WF103	15	11-3/4	16.4	10 x 14	23.3 3.34
33WF200	33	15-3/4	66.9	15156	15	5-7/8	7.69	10 x 16	26.7 4.35
31WF180	31-1/2	11-3/4	59.0	15143	15	5-1/2	5.87	10 x 18	30.0 5.52
30WF124	30-1/8	10-1/2	35.4	14WF101	14-1/4	11-3/4	15.3	10 x 20	33.3 6.81
30WF116	30	10-1/2	32.8	14140	14-1/4	5-3/8	5.29	10 x 22	36.7 8.25
30WF108	29-1/8	10-1/2	29.9	14151	14-1/8	5-1/8	6.67	10 x 24	40.0 9.81
30WF175	29-1/2	11-3/4	51.4	14170	14	8	9.07	12 x 12	24.0 2.94
27WF171	27-1/2	11-3/4	47.1	14157	14	6	6.80	12 x 14	28.0 4.01
27WF102	27-1/8	10	26.6	14140	14	5-1/2	5.38	12 x 16	32.0 5.23
27WF94	26-7/8	10	24.3	14WF34	14	6-3/4	4.84	12 x 18	35.0 5.62
26WF157	25-1/2	11-3/4	40.7	14WF30	13-7/8	6-3/4	4.18	12 x 20	40.0 8.18
24WF94	24-1/4	9	22.1	14WF92	13-3/8	11-3/4	13.2	12 x 22	44.0 9.90
24WF84	24-1/8	9	19.6	14146	13-3/8	5-3/8	5.60	12 x 24	48.0 11.8
24WF100	24	12	24.9	13135	13	5	3.78	14 x 14	32.7 4.67
241120	24	8	25.1	13141	12-5/8	5-1/8	4.80	14 x 16	37.3 6.11
241106	24	7-7/8	23.4	12WF36	12-1/4	6-5/8	4.58	14 x 18	42.0 7.73
24180	24	7	17.4	12165	12	8	8.09	14 x 20	46.7 9.54
24WF76	23-7/8	9	17.5	12WF27	12	6-1/2	3.38	14 x 22	51.3 11.05
24WF153	23-5/8	11-3/4	36.8	12150	12	5-1/2	5.02	14 x 24	56.0 13.7
24134	23-5/8	8-1/2	28.2	12132	12	5	3.60	16 x 16	42.7 6.98
22175	22	7	13.7	12134	11-1/4	4-3/4	3.60	16 x 18	48.0 6.83
21WF139	21-5/8	11-3/4	31.1	11WF76	11	11	8.98	16 x 20	53.3 10.9
211112	21-5/8	7-7/8	22.0	10129	10-5/8	4-4/4	2.98	16 x 22	58.7 13.2
21WF73	21-1/4	8-1/4	15.0	10WF25	10-1/8	5-3/4	2.62	16 x 24	59.1 15.7
21WF68	21-1/8	8-1/4	14.0	10140	10	6	4.09	18 x 18	54.0 9.94
21WF62	21	8-1/4	12.6	10135	10	5	2.89	18 x 20	59.0 12.3
20185	20	7-1/8	15.0	10125	10	4-5/8	2.44	18 x 22	59.5 14.3
20165	20	6-1/2	10.9	10WF21	9-7/8	5-3/4	2.13	18 x 24	59.9 17.7
20WF134	19-5/8	11-3/4	27.6	10WF59	9-1/4	9-1/2	5.87	12	21.2 1.74
18WF60	18-1/4	7-1/2	10.8	9125	9-1/2	4-1/2	2.27	13	25.0 2.20
18186	18-1/4	7	14.5	9150	9	7	4.58	14	29.0 2.75
18WF55	18-1/2	7-1/2	9.78	8135	8	6	2.89	16	37.7 4.11
18180	18	8	13.0	8128	8	5	2.18	18	47.7 5.86
18WF50	18	7-1/2	8.89	8WF31	8	8	2.71	20	59.0 8.03
18155	18	6	8.84	8WF44	7-7/8	7-7/8	3.60	22	59.5 10.7
18WF122	17-3/4	11-3/4	28.8	7WF35	7-1/8	7-1/8	2.58	24	59.9 13.8
				6WF31	6-1/4	6-1/4	2.00		

051-196-3011 (continued)

- Refer to Figure 3011-4 and continue the classification process.
- Step 4a: Aline the bridge classification wheel as shown in Figure 3011-5.
 - The stringer code of 48.0 has been located on the outer wheel.
 - The timber stringer spacing of 3.5 feet located on the middle wheel has been aligned with the 48.0 on the outer wheel.
 - The timber span length of 25 feet located on the inner wheel has been aligned with the middle wheel span length of 25 feet.
 - The bridge class read from the window is 70+.
- Step 4b: Aline the bridge classification wheel as shown in figure 3011-6.
 - The stringer code of 11.8 has been located on the outer wheel.
 - The steel stringer spacing 3.5 feet located on the middle wheel has been alined with the 11.8 on the outer wheel.
 - The steel span length of 25 feet located on the inner wheel has been aligned with the middle wheel span length of 25 feet.
 - The bridge class read from the window is 51.
- Step 4C: The final bridge class as determine by stringer analysis is 51 since 51 is lower than 70.
- Since the bridge in the example has a timber deck the classification process must continue.
- Step 5a. From either onsite measurements or a Bridge Reconnaissance Report the deck was found to be 12 inches thick with a 50 percent lamination.
 - The effective deck thickness is 6 inches (12 inches times 0.50).



051-196-3011 (continued)

- Step 5b: Using the deck chart in figure 3011-4, a stringer spacing of 42 inches and an effective thickness of 6 inches, the deck class is 40.
 - Step 5C: The final bridge class is determined to be 40 since the 40 determined in Step 5b is lower than the 51 determined in Step 4c.
3. The actions required to classify other bridges are similar to those detailed in the previous example. Differences that exist are noted on the job aid and reiterated below.
 - For steel stringers with a timber deck, follow steps 1, 2, 3, and 5.
 4. Timber Stringer Classification Procedures:
 - a. Classify the bridge in accordance with the procedure outlined in para 3. Use the first stringer code, timber stringer spacing, and timber span length.
 - b. Reclassify, using the second stringer code as if it were steel (use steel stringer spacing and steel span length).
 5. Timber Deck Classification Procedure (Wheeled Vehicle Crossing Only).
 - a. Measure actual thickness of deck and determine effective thickness.
 1. For single layer plank deck: $t_{\text{effective}} = t_{\text{actual}}$.
 2. For multilayer plank deck: $t_{\text{effective}} = t_{\text{actual}} + 2 \text{ inches}$.
 3. For laminated deck: $t_{\text{effective}} = t_{\text{actual}} \times \text{percent lamination}$.
 - b. Enter the deck chart below with the stringer spacing and effective deck thickness. Read deck class (interpolation may be required).
 - c. Final bridge class is lower of those determined from para 3 or 4 and above procedure.
 - For steel stringers with a concrete deck, follow steps 1, 2, and 3.
 - If a classification is to be made for tracked vehicles only, the classification procedure will not include any steps dealing with the deck.

Classifications determined through the use of the Hasty Bridge Classification Wheel are of a temporary nature. Permanent military load, classification must be determined through the use of the analytical method.

NOTE: The job aid format presented herein does not constitute a final product. While the format may change, the procedures remain the same.

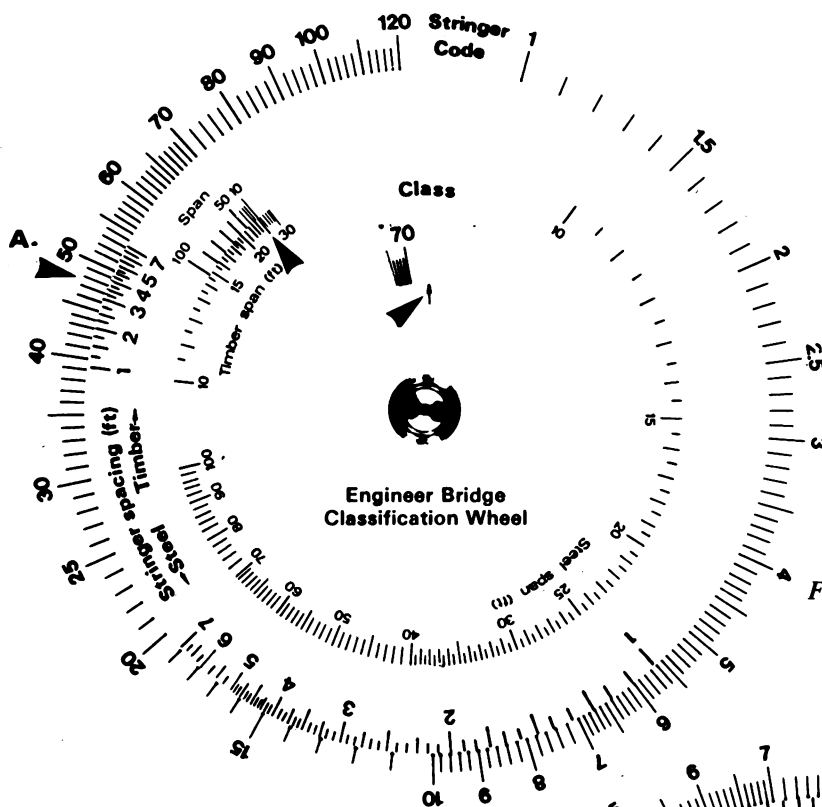


Figure 3011-5

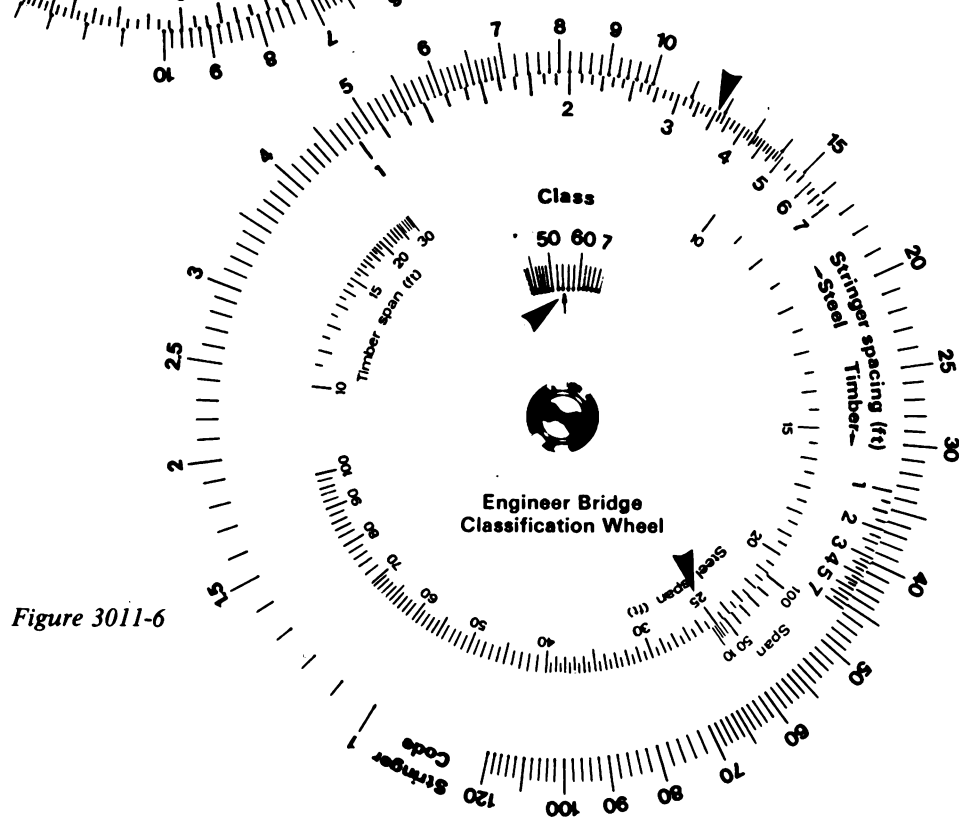


Figure 3011-6

REFERENCES: GTA 5-7-9, Hasty Bridge Classification Wheel
TM 5-312, Military Fixed Bridges

071-326-5750

PREPARE AND ISSUE AN ORAL PLATOON DEFENSIVE OPERATION ORDER

CONDITION: You are platoon sergeant/acting platoon leader of a platoon. Your company is located in an assembly area, and you have just received an operation order for the defense from your company commander. You have any available pocket-size reference card, such as the Infantry Leader's Reference Card, GTA 7-1-27; or Small Unit Leader's Card (Infantry), GTA 21-2-9.

STANDARD: Within 30 minutes, you must develop a clear and concise oral platoon order for the defense, and issue it to your squad leaders. The order must be issued, insuring squad leaders understand their mission, and specific coordinating instructions that apply to them.

As a minimum, the order must contain the following items properly placed in the five-paragraph format (explanation on next page) IAW the performance measures.

1. Mission of the company.
2. Mission of the platoon.
3. Mission of each squad, to include specific areas of responsibility and provisions for security.
4. Location of machineguns and light antitank weapons.
5. Order and route of march to the defensive area.
6. Critical signal instructions.
7. Location of platoon and company command posts.

PERFORMANCE MEASURES: 1. As a platoon sergeant/acting platoon leader, you are responsible for keeping your men informed through your squad leaders. The platoon order is one of the primary methods of doing this. Generally, your platoon order is based on the operation order given to you by your company commander. It must be altered to delete information that does not concern your platoon and to add sufficient detail to allow proper planning by your squad leaders. Your oral platoon order should follow the same basic five-paragraph format used in the company order. An explanation of the format follows:

OPERATION ORDER (Five-Paragraph Format)

1. **SITUATION.** This paragraph contains all available information concerning the enemy and friendly situations.
 - a. Enemy forces. Any available information such as strengths, weaknesses and probable courses of action, weather, and terrain.
 - b. Friendly forces. All available information concerning the missions of next higher and adjacent forces.
 - c. Attachments and detachments. Information concerning any units that have been attached to or detached from the platoon.

SKILL LEVEL 4

071-326-5750 (continued)

2. **MISSION.** This is a clear, concise statement of the task that must be accomplished by the platoon.
 3. **EXECUTION:** This paragraph contains the mission for each rifle squad and attached element (if any). It also contains any special instructions that apply to a specific squad or to the platoon as a whole, and the plan for fire support.
 4. **SERVICE SUPPORT.** Administrative details go here to include ammunition supply, ration resupply, and evacuation of casualties.
 5. **COMMAND AND SIGNAL:** This contains communications instructions to include visual signals, radio frequencies, and call signs, and the platoon leader's and company commander's location during the operation.
2. In preparing your platoon order, look for items in the company order that you must alter to fit the platoon's mission. For example, if paragraphs 2 and 3 of the company order are given as:
- "2. **MISSION:** Company A defends by 251400 Jun from FL 140810 to FL 160810.
- "3. **EXECUTION:** The company will defend employing 1st platoon on the left, 2d platoon on the right, and 3d platoon in reserve..."

As 2d platoon leader (acting), you might alter your paragraphs 2 and as follows:

- "2. **MISSION:** 2d platoon defends by 251400 Jun from FL 159810 to FL 160810.
- "3. **EXECUTION:** We will defend our sector with 1st squad on the left, 2nd squad in the center, and 3d squad on the right. First squad leader, your squad will occupy from..."
3. Your paragraph 1 should contain the company mission, which was stated in paragraph 2 of the company operation order. Your paragraphs 4 and 5 should be similar to paragraphs 4 and 5 of the company order, but narrowed to apply only to your platoon. For example, if paragraph 4 of the company order gives you the location of the battalion field trains, your platoon order probably will not contain that information because it does not directly affect your squads. Your responsibility as a platoon sergeant/ acting platoon leader is to give your men the information that pertains to them. The five-paragraph order format should be used as a checklist to prevent your omitting important information. It is not all-inclusive, however, and may be modified as necessary.
 4. Whenever possible, you should give your order to your squad leaders from a vantage point on or near the ground to be defended. From such a point, you can orient your squad leaders by pointing out important terrain features. However, many times this will not be possible, and you will have to sketch the terrain on the ground. Terrain models are easy to construct, and they allow the leader to relate his orders to terrain features.

REFERENCES:

FM 7-7, The Mechanized Infantry Platoon and Squad (How to Fight), Section III, pages 2-11 thru 2-18

FM 7-8, The Infantry Platoon and Squad (Infantry, Airborne, Air Assault Ranger) (How to Fight)

191-379-0127

SUPERVISE PLATOON IN RIOT CONTROL FORMATIONS

CONDITION: The company has been tasked to quell a civil disturbance. You must supervise the proper employment of a platoon-size riot formation to disperse the crowd.

STANDARD: You must perform all the following measures not necessarily in sequence, while supervising a platoon in riot control formations to insure the effective dispersal of a crowd IAW FM 19-15.

PERFORMANCE MEASURES:

1. Form the platoon in a line.

- a. Point to the location where you desire the formation and give the command, "PLATOON AS SKIRMISHERS, MOVE."

NOTE: If using hand signals instead of voice, raise both arms to the side until horizontal, arms and hands extended, palms down.

- b. On the preparatory command, the leaders of the 1st and 4th squads command "FOLLOW ME", and the leaders of 2d and 3d squads command, "STAND FAST".

- c. On the command of execution, the 1st and 4th squads move forward to the designated location.

NOTE: The No. 2 man of the 4th squad is the base man for the platoon formation.

- d. The 4th squad forms a line to the right of the base man and the 1st squad forms a line to the left of the base man.

NOTE: The 1st squad dresses on the 4th squad.

- e. After the 1st and 4th squads have moved out to the designated locations, the leaders of the 2d and 3d squads command, FOLLOW ME.

- f. The 2d squad forms a line to the left of the 1st squad and the 3d squad forms a line to the right of the 4th squad.

NOTE: All squads dress on the 4th squad.

2. Form the platoon in a line with two support squads.

NOTE: When a command for establishing a formation contains the phrase IN SUPPORT, it means that the support element is to remain in general support.

- a. Point to the location where you desire the formation and give the command, "PLATOON AS SKRIMISHERS, 2D AND 3D SQUADS IN SUPPORT, MOVE."

- b. On the preparatory command, the leaders of the 1st and 4th squads command, "FOLLOW ME"; and the leaders of the 2d and 3d squads command, "STAND FAST."

- c. On the command of execution, the 1st and 4th squads move forward to the designated location.

191-379-0127 (continued)

NOTE: The No. 2 man of the 4th squad is the base man for the formation.

- d. The 4th squad forms a line to the right of the base man, and the 1st squad forms a line to the left of the base man. The 2d and 3d squads remain in the column.
3. Form the platoon in a line with two squads in lateral support.

NOTE: Lateral support is flank support.

- a. Point to the location where you desire the formation and give the command "PLATOON AS SKIRMISHERS, 2D AND 3D SQUADS IN LATERAL SUPPORT, MOVE."
 - b. On the preparatory command, all squads execute the line as before.
 - c. After the 1st and 4th squads have moved out to the designated location, the leaders of the 2d and 3d squads command, "FOLLOW ME."
 - d. The 2d and 3d squads move to their respective flanks with the 2d squad forming a column behind the last man on the line to the left and the 3d squad forming a column behind the last man on the line to the right.
4. Form the platoon in a line when two squads are in general or lateral support.
 - a. Give the command, "EXTEND THE LINE, MOVE."
 - b. On the command of execution, the leaders of the 2d and 3d squads command, "FOLLOW ME" and establish individual lines closing and dressing on the existing line.
 5. Form the platoon in a line with 2 squads in close support.
 - a. Point to the location where you desire the formation and give the command, "PLATOON AS SKIRMISHERS, 2D AND 3D SQUADS IN CLOSE SUPPORT, MOVE."
 - b. On the preparatory command, all squads execute the line as before.
 - c. After the 1st and 4th squads have moved out to the designated location and executed the line as before, the leaders of the 2d and 3d squads command "FOLLOW ME."
 - d. The 2d and 3d squads execute a similar line to the rear of the leading line and close and cover the intervals between elements in the leading line.

NOTE: The 2d squad is on the left and 3d squad is on the right.

6. Form the platoon in a platoon echelon right (left).
 - a. Point to the location where you desire the formation and give the command "PLATOON ECHELON RIGHT (LEFT), MOVE."

NOTE: If using hand signals instead of voice, extend one arm 45 degrees above and the other 45 degrees below the horizontal, arms and hands extended. When facing the platoon, the upper arm indicates the direction of the echelon.

191-379-0127 (continued)

- b. On the preparatory command, the leader of the 1st squad commands, "FOLLOW ME"; and the leaders of the 2d, 3d, and 4th squads command, "STAND FAST."

NOTE: For an echelon left, the order is reversed. The leader of the 4th squad commands, "FOLLOW ME"; and all other squad leaders command, "STAND FAST."

- c. On the command of execution, the 1st squad moves out and executes an echelon right at the designated location. As each squad clears the column, the next successive squad moves out individually and extends the echelon already formed by the preceding squad(s).

NOTE: For an echelon left, the 4th squad moves out and executes an echelon left. All other squads follow and extend the echelon.

- 7. Form the platoon in a platoon echelon right (left) with two support squads.

NOTE: The 2d and 3d squads can be used in general, lateral, and close support in the same manner as with the line.

- 8. Form the platoon in a platoon wedge.

- a. Point to the location where you desire the formation, and give the command "PLATOON WEDGE, MOVE."

NOTE: If using hand signals instead of voice, extend both arms downward and to the sides at an angle of 45 degrees below the horizontal, arms and hands extended, palms down and inward.

- b. On the preparatory command, the leaders of the 1st and 4th squads command, "FOLLOW ME"; and the leaders of the 2d and 3d squads command, "STAND FAST."
- c. On the command of execution, the 1st and 4th squads move directly to the front, and when the last element of the squads have cleared the front of the 2d and 3d squads, the leaders of the 2d and 3d squads command, "FOLLOW ME AND MOVE OUT TO THE LEFT AND RIGHT, RESPECTIVELY."
- d. With the No. 2 man of the 4th squad as base man, the 4th squad executes an echelon right, and the 1st squad executes an echelon left on the base man.
- e. The 2d squad forms an echelon left on the rear element of the 1st squad, and the 3d squad forms an echelon right on the rear element of the 4th squad.

- 9. Form the platoon in a platoon wedge with two support squads.

NOTE: The 2d and 3d squads can be used in general, lateral, and close support in the same manner as with the line.

- 10. Assemble the platoon from a line.

NOTE: Assembling the platoon from any formation is basically the same as assembling from a line.

- a. Move to a position a sufficient distance to the rear of the platoon and give the command, "PLATOON ASSEMBLE, MOVE."

SKILL LEVEL 4

191-379-0127 (continued)

NOTE: If using hand signals instead of voice, raise your right arm and make a circular motion above your head.

- b. On the preparatory command, the No. 2 man in each squad does an about face and all other squad members do a facing movement toward their No. 2 man.
- c. On the command of execution, the leaders of the 4th and 3d squads command, "FOLLOW ME"; and the leaders of the 1st and 2d squads command, "STAND FAST."
- d. As the 4th and 3d squads clear the formation, the leaders of the 1st and 2d squads command, "FOLLOW ME"; and together they move to the designated location dressing to the left of the 4th and 3d squads.

REFERENCES: FM 19-15, Civil Disturbances, Appendix G
ACCP Subcourse MP0043, Confrontation Management II

093-396-4007

DIRECT PERSONNEL IN PREPARATION FOR UNIT MOVEMENT

- CONDITION:** You are a section chief/platoon sergeant. You are told that your unit must move. Direct your personnel in their preparation for the move. Do this task in the field or a shop. You need loading plan, maps, a compass, and one of the following references: FM 9-38, FM 9-47, FM 9-59.
- STANDARD:** Complete all Performance Measures according to listed references. Make sure all safety rules are followed.
- PERFORMANCE MEASURES:**
1. Check the new location.
 2. Check the route of the move.
 3. Tell personnel the details of the move.
 4. Coordinate logistic support.
 5. Brief the advance party.
 6. Carry out the loading plan.
 7. Recheck preparation.
- REFERENCES:** FM 9-38, Conventional Ammunition Unit Operations
 FM 9-47, Special Ammunition Unit Operations
 FM 9-59, Missile Support Unit Operations

093-410-4204

ESTABLISH PLATOON'S PERIMETER OF DEFENSE

CONDITION: Do this task in the field and/or garrison under all conditions. You establish a perimeter defense for your platoon's location at the field site. You need FM 29-23.

STANDARD: Task standard is met when you do the following actions.

1. Establish a perimeter defense according to performance measures 1 through 8 below.
2. Verify effectiveness of defense measures by an inspection.
3. Correct all faults you can.

- PERFORMANCE MEASURES:**
1. Get overlays, strip maps and situation reports from platoon leader or commander.
 2. Reconnoiter (if time is available) the field site and make a draft of perimeter to be used.
 3. Discuss the draft perimeter or overlays with section chiefs/squad leaders. Obtain and consider their suggestions/recommendations.
 4. Direct section chiefs/squad leaders to provide personnel and place them at predesignated areas of the perimeter. Get engineering help improving defense area and building fortifications or obstacles.
 5. Place any automatic weapons along the perimeter in positions which offer good fields of fire and cover for the weapons crew.
 6. Coordinate with adjacent sectors for mutually supporting fire zones. Avoid placement of any weapons which endanger friendly troops.
 7. Place weapons on perimeter in such a manner as to deny any attacker cover and concealment to any position.
 8. Station personnel at the observation point/listening post. Instruct personnel on noise and light discipline and how to use the communication channels to report every movement or attack.
 9. Report any attack on the perimeter to the command post for further action.

REFERENCES: FM 9-59, Missile Support Unit Operations
FM 29-23, Direct Support Maintenance Operations (Nondivisional)

093-396-4024

PREPARE STANDING OPERATING PROCEDURE

CONDITION: You are the platoon sergeant/section chief. You must prepare a standing operating procedure (SOP). This task will be accomplished indoors. The subject of the SOP and FM 9-59 will be provided. You will need a pen or pencil and paper.

STANDARD: Do performance measures correctly IAW appendix B, FM 9-59.

- PERFORMANCE MEASURES:**
1. Compile a list of references on the SOP subject.
 2. Become familiar with all aspects of the SOP subject.
 3. Review methods of doing a task in current SOPs.
 4. Consult with those responsible for the operation or task to be covered in the SOP.
 5. Draft the SOP in proper format.
 6. Distribute draft to responsible individuals for comment/correction.
 7. Prepare SOP in final form.
 8. Publish and distribute the final SOP to all concerned.

REFERENCES: FM 9-59, Missile Support Unit Operations
FM 29-2, Organizational Maintenance Operations
FM 29-23, Direct Support Maintenance Operations (Nondivisional)
FM 101-5, Staff Officers' Field Manual: Staff Organization and Procedure

SKILL LEVEL 4

093-396-4029

PREPARE BRIEFING

- CONDITION:** You are required to prepare a briefing. This task will normally be performed indoors. FM 101-5 will be provided.
- STANDARDS:** Do performance measures correctly IAW paragraph 1-1, FM 101-5.
- PERFORMANCE MEASURES:**
1. Analyze the situation.
 2. Determine the purpose.
 3. Estimate the time requirements for the briefing.
 4. Consider facilities and equipment such as black board, projector, screen, handouts, etc., required and available.
 5. Formulate a checklist.
 6. Prepare the briefing.
- REFERENCES:** FM 101-5, Staff Officer's Field Manual: Staff Organization and Procedures
ACCP, Subcourse IS-0208, Command and Staff Procedures
ACCP Subcourse IS-0210, methods of Instruction (Effective Speaking)

093-396-4031

**USE TOE, TDA, MTOE AND/OR MTDA FOR PERSONNEL/EQUIPMENT
MANAGEMENT PURPOSES**

CONDITION: You are a platoon sergeant/section chief, and you must review the publication under which your unit is organized to determine proper assignment of the personnel and equipment. Use the TOE, MTOE, TDA or MTDA to determine proper assignment of personnel and equipment. FM 10-14 and the correct organizational document will be provided.

STANDARD: Do performance measures correctly IAW chapter 2, FM 10-14.

PERFORMANCE MEASURES:

1. Review TOE and/or TDA equipment and personnel allowances.
2. Be sure personnel are correctly assigned by MOS and grade.
3. Be sure equipment is allocated to the right section.
4. Take action to have personnel properly assigned.
5. Take action to requisition equipment that may be short.

REFERENCES:

AR 310-31, Management Systems for Tables of Organization and Equipment (The TOE System)

AR 310-49, The Army Authorization Documents System (TAADS)

FM 9-59, Missile Support Unit Operations

FM 10-14, Unit and Organization Supply (Manual Procedures)

ACCP Subcourse OD 0834, Military Publications

SKILL LEVEL 4

093-396-4042

MONITOR UNIT PROGRAMS TO COMBAT ALCOHOL AND DRUG ABUSE

CONDITION: Drug and alcohol abuse programs must be constantly monitored to be effective. It's the responsibility of all NCO's to keep a check on personnel and prevention programs in the unit. AR 600-85 will be provided.

STANDARD: Do performance measures correctly IAW procedures in AR 600-85.

PERFORMANCE MEASURES:

1. Evaluate the unit's alcohol and drug abuse prevention and control policy.
2. Insure unit ADAPCP training is effective.
3. Insure prevention methods are effective within the unit.
4. Counsel subordinates when necessary.
5. Identify abusers.
6. Recommend action to commander for abusers.

REFERENCES: AR 600-85, Alcohol and Drug Abuse Prevention and Control Program
ACCP Subcourse IS-0238, Leadership Aspects of Contemporary Issues (Drug Abuse, Advanced)

093-396-4067

ASSIST IN PREPARATION OF UNIT READINESS REPORT

- CONDITION:** You are required to assist in the preparation of DA Form 2715. This task will be performed indoors or in a shop van with adequate lighting. AR 220-1 and DA Form 2715 will be provided.
- STANDARD:** Do performance measures correctly according to AR 220-1 and TM 38-750.
- PERFORMANCE MEASURES:**
1. Complete applicable sections of DA Form 2715 worksheet (chap 2).
 2. Submit completed DA Form 2715 worksheet to supervisor (chap 2).
 3. Be sure report is correctly classified (para 1-11).
- REFERENCES:** AR 220-1, Unit Status Reporting
TM 38-750, The Army Maintenance Management System (TAMMS)

093-399-4121

EXPLAIN THE CUSTOMS AND TRADITIONS OF THE SERVICE

CONDITION: The task is normally performed in a controlled indoor environment.

STANDARD: Senior NCO's should be able to answer 50 percent of the questions on customs and traditions of the Army posed by subordinates. Without references, 100 percent of the questions should be answered by the senior NCO when an adequate reference library is available.

PERFORMANCE MEASURES:

1. Explain the history, traditions, and use of the flag (IAW AR 600-25 and 22-5).
2. Explain the rendering of honors at military functions (IAW AR 600-25 and 22-5).
3. Explain the traditions, customs, and procedures for the conducting of a Dining-In/Formal Dinner. IAW Formal Dining-In Handbook Sergeant Major Academy, Fort Bliss, Texas.
4. Explain formal retreats, parades, and review ceremonies, IAW FM 22-5, Formal Dining-In Handbook Sergeant Major Academy, Fort Bliss, Texas.
5. Explain the history and tradition of the uniform, the salute and associated military courtesies, (FM 22-5)

REFERENCES: AR 600-25, Salutes, Honors, And Visits of Courtesy
FM 22-5, Drill and Ceremonies
Formal Dining-In Handbook
Leadership and Resource Management

121-004-3401

REVIEW A BASIC COMMENT TO A DISPOSITION FOR (DA FORM 2496)

CONDITION: The DA Form most commonly used in administrative matters is the Disposition Form (DA Form 2496). It is widely used within a headquarters or installation to obtain comments, coordination or approval in connection with many subjects and to originate personnel actions. As an administrative supervisor, you must be completely familiar with all aspects of the DF.

Given a typed basic comment to a DF, the draft from which it was typed, access to AR 310-50, AR 340-15, and a standard office dictionary.

STANDARD: The DF will be reviewed to insure that it:

1. Is typed in the format prescribed by AR 340-15.
2. Includes the complete content of the draft.
3. Has sufficient copies to meet distribution requirements.
4. Is neatly corrected IAW AR 340-15.
5. Has inclosures marked correctly IAW AR 340-15.
6. Is assembled IAW AR 340-15.

PERFORMANCE MEASURES:

1. Compare the typed DF to the draft. Insure that the entire contents has been correctly typed. Correct any errors in spelling, capitalization, punctuation and abbreviation usage (with pen and ink if possible). Check margins to insure they are acceptable. Have a DF with excessive errors retyped. (paragraph 1-14 and fig. 4-1, AR 340-15).
2. Count the copies prepared. Compare the number of copies with the number of addressees and copies to be furnished. Insure there is a file copy. If there is more than one addressee, examine outgoing copies for a check mark (or other indication) to show to which addressee the copy is to be sent (paragraph 1-29, AR 340-15).
3. Insure that REFERENCE SYMBOL, SUBJECT, TO and FROM blocks, DATE and appropriate writer identification line are properly placed and contain the correct information (fig. 4-1, AR 340-15).
4. Insure that the suspense date, if used, appears on the DF proponent agency line and ends as close as possible to the right margin (fig. 4-1, AR 340-15).
5. If the DF is continued on second or subsequent pages, insure that there is approximately a one inch margin at the bottom of each page. Insure that each continuation page is typed on plain bond paper. The page number should be centered one inch from the bottom of the second and succeeding pages (fig 4-8, AR 340-15).
6. Each continuation page should have the following information properly positioned at the top: reference symbol, date and subject (fig. 4-8, AR 340-15).
7. Insure that the signature block contains correct information and only authorized abbreviations. Insure that if an authority line is used, it is correct (fig. 4-1, 4-2 and 4-3, AR 340-15).

121-004-3401 (continued)

8. Compare inclosure listing (if applicable) with the inclosures. Be sure each inclosure is properly identified and accounted for. Check on proper assembly of the correspondence (paragraph 7-2 and fig. 4-1 and 7-1, AR 340-15).
9. Review the overall paragraphing and neatness of the DF. Retype correspondence to correct minor errors only when the errors cannot be corrected neatly and legibly, (paragraph 1-14, AR 340-15).
10. If a typist makes the same errors repeatedly, corrective measures should be taken by means of counseling or additional training (chapters 4 and 11, AR 340-15).

REFERENCES: AR 310-50, Catalog of Abbreviations and Brevity Codes
AR 340-15, Preparing Correspondence

121-004-3402

REVIEW A MILITARY LETTER**CONDITION:**

Many tasks in your daily activities require knowledge of military correspondence. The most widely used and important form of correspondence is the military letter. The military letter is used for written communication with activities of the Army, Navy, and Department of Defense.

Given a typed military letter, the draft from which it was typed, AR 310-50, AR 340-15, and a standard dictionary.

STANDARD:

The military letter will be reviewed to insure it:

1. Is typed in the format prescribed by AR 340-15.
2. Contains no errors in spelling, capitalization, punctuation, or use of abbreviations.
3. Includes complete contents of the draft.
4. Is corrected in accordance with (IAW) AR 340-15.
5. Has sufficient copies to meet distribution requirements.
6. Has inclosures, if any, properly listed and marked.
7. Is assembled in accordance with AR 340-15.

PERFORMANCE MEASURES:

1. Compare the typed military letter with the draft from which it was typed. Insure that the entire contents has been correctly typed. Correct any errors in spelling, capitalization, punctuation and abbreviations (with pen and ink if possible). If a letter with excessive errors retyped. Check margins to insure they are acceptable (paragraphs 2-5 and 1-14 and fig. 2-1, AR 340-15).
2. Count the copies prepared and compare the number of copies with the number of addresses and copies to be furnished. Insure there is a file copy. If there is more than one addressee, examine outgoing copies for a check mark (or other indication) to show to which addressee the copy is to be sent (paragraph 2-1, AR 340-15).
3. Check content and placement of the following items in the heading: letterhead, reference symbol, subject, date, and suspense date if applicable (fig. 2-1, Appendix A, AR 340-15).
4. Check address block for content and structure (fig. 2-5, 2-6, 2-7 and 2-9, AR 340-15).
5. Insure that the body is in correct format with proper paragraphing (fig. 2-10, AR 340-15).
6. If the letter is continued on a second or subsequent page, insure that there is approximately a one inch margin at the bottom of each page and that the second and succeeding pages are numbered. Each continuation page should begin with the writer's reference symbol, subject and date (fig. 2-12, AR 340-15).

SKILL LEVEL 4

121-004-3402 (continued)

7. Insure that the signature block contains correct information and only authorized abbreviations. Insure that if an authority line is required, it is correct (figs 2-2 and 2-3, AR 340-15).
8. Compare inclosure listing (if applicable) with the inclosures. Be sure each inclosure is properly identified and accounted for. Check on proper assembly of the correspondence (paragraph 7-2 and figs 2-2 and 7-2, AR 340-15).
9. Review the overall neatness of the letter. Retype correspondence to correct minor errors only when the error cannot be corrected neatly and legibly. Correspondence containing errors will also be retyped when it is addressed to a high-level official or when it concerns a matter of sufficient importance to justify the time and expense (paragraph 1-14, AR 340-15).
10. If a typist makes the same errors repeatedly, corrective measures should be taken by means of counseling or additional training (chapters 2 and 11, AR 340-15).

REFERENCES: AR 310-50, Catalog of Abbreviations and Brevity Codes
AR 340-15, Preparing Correspondence

121-004-3403

REVIEW A NONMILITARY LETTER

- CONDITION:** Nonmilitary letters are used to correspond with civilians, civilian agencies, other Government agencies and the Secretaries of the Army, Navy and Air Force.
- Given a typed nonmilitary letter, the draft from which it was typed, AR 340-15, AR 310-50, and a standard dictionary.
- STANDARD:** Then nonmilitary letter will be reviewed to insure that it:
1. Is typed in the format prescribed in AR 340-15.
 2. Includes the complete contents of the draft.
 3. Contains no errors in spelling, punctuation or capitalization.
 4. Contains no military abbreviations or terminology, which could be unfamiliar to the addressee.
 5. Is corrected in accordance with AR 340-15.
 6. Has inclosures properly listed and marked.
 7. Is prepared in sufficient copies to meet distribution and file requirements.
- PERFORMANCE MEASURES:**
1. The nonmilitary letter should be typed in the format prescribed in AR 340-15 to include proper margins, vertical spacing and line spacing (figs 2-13 and 2-14, chapter 2, AR 340-15).
 2. Count copies to insure there is a sufficient number to meet distribution requirements, to include a courtesy copy for the addressee, if required, and a file copy (paragraph 1-29, AR 340-15).
 3. Compare the draft with the typed nonmilitary letter to insure that the entire contents has been typed (paragraph 1-14, AR 340-15).
 4. Check the contents and location of all items in the heading including: letterhead, reference symbol and date (figs 2-13, AR 340-15).
 5. Check contents and location of address block (fig 2-13, AR 340-15).
 6. Compare the salutation with examples shown in AR 340-15, Appendix B. Insure that it agrees with the addressee's title or position. Insure that the letter includes the appropriate complimentary close (appendix B, AR 340-15).
 7. A single paragraph letter of ten or fewer lines should be double spaced (fig 2-14, AR 340-15).
 8. Check the signature block for location and content (fig. 2-13, AR 340-15).
 9. Compare inclosure listing with inclosures. Insure inclosures are properly marked (paragraph 7-2 and fig 2-13, AR 340-15).
 10. Continuation pages should be numbered consecutively about one inch from the bottom of the second and subsequent pages. Each continuation page should begin with: reference symbol of writer, addressee's title and name and the date (fig. 2-15, AR 340-15).

SKILL LEVEL 4

121-004-3403 (continued)

11. Pen and ink corrections should be made when possible. The overall quality of the letter should be suitable for its intended purpose (paragraph 1-14, AR 340-15).
12. Excessive errors of the same type should be brought to the attention of the typist so that corrective action can be taken (chapters 2 and 11, AR 340-15).

REFERENCES: AR 310-50, Catalog of Abbreviations and Brevity Codes
AR 340-15, Preparing Correspondence

121-004-3404

REVIEW AN INDORSEMENT TO A MILITARY LETTER

CONDITION: You know that the military letter is used for written communication between your organization and an organization outside your headquarters. In order to forward a reply to a military letter you use an indorsement.

Given a typed indorsement, the draft from which it was typed, the basic letter, previous indorsements (if any), AR 310-50, AR 340-15, and a standard dictionary.

STANDARDS: The indorsement will be reviewed to insure that it:

1. Is typed in the format prescribed by AR 340-15.
2. Contains no errors in spelling, capitalization, punctuation, or use of abbreviations.
3. Includes the complete content of the draft.
4. Is corrected in accordance with (IAW) AR 340-15.
5. Has any inclosures accounted for and properly marked.

PERFORMANCE MEASURES:

1. Compare the typed indorsement with the draft from which it was typed and the basic letter and any previous indorsements. Insure that the entire indorsement is correctly typed. Correct any errors in spelling, capitalization, punctuation, and abbreviation usage (with pen and ink if possible). Have an indorsement with excessive errors retyped. Check margins to insure they are acceptable (paragraph 1-14, and fig. 3-1 and 3-2, AR 340-15).
2. If there is more than one addressee, count copies prepared and compare the number of copies with the number of addresses and "copies furnished" when shown. Insure there is a file copy. Review outgoing copies for check mark (or other indication) to show to which addressee the copy is to be sent (paragraph 1-2, AR 340-15).
3. Check content and placement of the following items in the heading: indorsement line, subject line (if this a separate page indorsement), letterhead, date, and applicable suspense date (figs. 3-1 and 3-2, AR 340-15).
4. Check address block for content and structure (figs. 3-1 and 3-2, AR 340-15).
5. Insure body is in correct format (figs. 3-1, 3-2 and 3-3, AR 340-15).
6. A separate page is used to begin an indorsement which is too long to be placed on the same page as the previous indorsement or basic letter (fig. 3-2, AR 340-15).
7. Each page after the first page of the basic letter should be numbered consecutively. Each continuation page should begin with the writer's reference symbol, date of basic letter, indorsement number, date, and subject (fig. 3-3, AR 340-15).
8. Insure that the signature block contains correct information and only authorized abbreviations. Insure that if an authority line is used it is correct (figs 3-1 and 3-2, AR 340-15).
9. Compare inclosures with previous and new inclosure listings. Check to see that each inclosure is properly marked and accounted for (paragraph 7-2, AR 340-15).

SKILL LEVEL 4

121-004-3403 (continued)

10. Review the overall neatness of the indorsement. Correspondence will be retyped to correct minor errors only when the error cannot be corrected neatly and legibly. Correspondence containing errors will also be retyped when it is addressed to a high-level official or when it concerns a matter of significant importance to justify the time and expense (paragraph 1-4, AR 340-15).
11. If a typist makes the same errors repeatedly, corrective measures should be taken by means of counseling or additional training (chapter 3 and 11, AR 340-15).

REFERENCES: AR 310-50, Catalog of Abbreviations and Brevity Codes
 AR 340-15, Preparing Correspondence

121-004-3416

REVIEW A MEMORANDUM

CONDITION: The memorandum is used to transmit information or recommend action within headquarters or agency when no reply is required or expected.

Given a typed memorandum, the draft from which it was typed, AR 310-50 and AR 340-15 and a standard office dictionary.

STANDARD: The memorandum will be reviewed to insure it:

1. Is typed in the format prescribed by AR 340-15.
2. Contains no errors in spelling, punctuation, capitalization, or abbreviation usage.
3. Includes the complete contents of the draft.
4. Is corrected IAW AR 340-15.
5. Has inclosures properly listed and marked.
6. Is prepared in sufficient copies to meet distribution and file requirements.

PERFORMANCE MEASURES:

1. The memorandum should be typed in the format prescribed in AR 340-15. It should include proper margins, vertical spacing and line spacing (fig. 5-1, AR 340-15).
2. Count copies to insure there is one for each addressee and that there are sufficient copies to meet file requirements. (paragraph 1-29, AR 340-15).
3. Compare the draft with the typed memorandum to insure that the entire contents have been typed (paragraph 1-14, AR 340-15).
4. Check the contents and location of all items in the heading including: letterhead reference symbol, address line, subject line and date (figs. 5-1, 5-3 and 5-4, AR 340-15).
5. Check paragraph identification and indentation (fig. 5-1, AR 340-15).
6. Check location and content of signature block (fig. 5-1, AR 340-15).
7. Compare inclosure listing with inclosures and insure inclosures are properly marked (paragraph 7-2 and fig. 5-1, AR 340-15).
8. Continuation pages should be kept to a minimum. When used, continuation pages will be numbered consecutively beginning with the second page. The first continuation page should begin with: Reference symbol, subject and date (fig. 5-1, AR 340-15).
9. Pen and ink corrections should be made to prevent retyping. The overall quality of the memorandum should be suitable for its intended purpose (paragraph 1-34, AR 340-15).
10. Excessive errors of the same type should be brought to the attention of the typist so that corrective action can be taken (chapters 5 and 11, AR 340-15).

SKILL LEVEL 4

121-004-3416 (continued)

REFERENCES: AR 310-50, Catalog of Abbreviations and Brevity Codes
 AR 340-15, Preparing Correspondence

121-004-3429

REVIEW FILING OF DOCUMENTS/CORRESPONDENCE

CONDITIONS: In order to insure that documents and correspondence in your office have been filed properly so they can be easily found when needed and that the files are not cluttered up with unnecessary papers, periodic reviews of the files are necessary.

Given existing files, access to AR 340-19-1, AR 340-18 series applicable to the activity, AR 340-2, and standard office materials.

STANDARDS: The filed documents must be reviewed to insure that they:

1. Are filed in the correct file folder in accordance with (IAW) AR 340-18-1 or AR 340-2, whichever is applicable to your activity.
2. Have the file number marked on the right margin IAW AR 340-18-1 or AR 340-2.
3. Have no extra copies, paper clips, or other unnecessary material attached IAW AR 340-18-1 or AR 340-2, whichever is applicable to your activity.
4. Are a completed action IAW AR 340-18-1 or AR 340-2, whichever is applicable to your activity.
5. Are filed in a locked container (if classified) IAW AR 340-18-1.

- PERFORMANCE MEASURES:**
1. Check that the list of selected file numbers is current and that it has been approved by the Records Management Officer (para 1-7, AR 340-18-1 or para 4-4, AR 340-2 whichever is applicable to your activity).
 2. Insure that all papers in a file folder related to a specific action are present and all documentation for the action is attached. If any action appears incomplete, check the suspense system to be sure follow-up action has been established (para 4-6, AR 340-18-1 or para 7-14, AR 340-2).
 3. If the suspense system is determined to be effective but documents are incomplete due to external reasons, your review should insure that a notation of action taken to obtain the missing papers, and the result has been annotated on the file papers (para 4-6, AR 340-18-1 or para 7-3, AR 340-15).
 4. Insure that unnecessary materials such as routing slips, envelopes which provide the same information appearing on letterheads, extra copies of documents which bear no essential information have been discarded (para 4-6, AR 340-18-1 or para 7-3, AR 340-2).
 5. Determine if the documents filed are assembled correctly with:
 - a. The latest action, whether numbered or unnumbered, on top.
 - b. The basic paper (e.g., letter, disposition form, memorandum) immediately following the latest action.
 - c. Remaining indorsements or numbered comments in numerical order, lowest to highest.
 - d. Other unnumbered replies in chronological order.

SKILL LEVEL 4

121-004-3429 (continued)

- e. Inclosures, if any, in numerical order.
- f. Internal actions which support the numbered or unnumbered actions (para 4-7, AR 340-18-1 or para 7-3, AR 340-2).
- 6. Insure that related papers, if any, on the subject to which they pertain, are assembled separately and stapled on top of the earlier papers and filed by date of the latest action (para 4-7, AR 340-18-1 or para 7-3, AR 340-2).
- 7. Insure that wire staples, prong fasteners, string, and tape have been properly used to fasten papers together IAW Chap 4, AR 340-18-1 (para 4-8, AR 340-18-1 or para 7-4, AR 340-2).
- 8. Insure that the file number, under which the document is filed, has been placed in the right margin, lengthwise on the paper, taking care not to obscure the content of the paper. (If the document is easily identified, for example, duty rosters, reference copies of publications, posting of the file number is unnecessary.) (See para 4-9, AR 340-18-1 or para 7-5, AR 340-2).

REFERENCES:

AR 340-2, Maintenance and Disposition of Records in TOE Units of the Active Army, the Army Reserve and the National Guard

AR 340-18-1, The Army Functional File System General Provisions

121-004-3430

PREPARE FILES FOR DISPOSAL

CONDITION: At the end of a fiscal or calendar year (depending on the type of files) all files must be disposed of in accordance with the instructions on the file labels. As supervisor you must know what action is necessary in the current files area for transfer of files to the Records Holding Area.

Given access to the current files, an approved list of selected file numbers, AR 340-18-1 with Change 11, AR 340-2, (whichever is applicable to your activity), SF 135 (Records Transmittal and Receipt), and standard office materials.

STANDARD: Designated files (depending on their age) will be reviewed to insure they:

1. Are retained in the current files area (CFA) for the first two (2) years of their retention period in accordance with (IAW) paragraph 2-5, AR 340-18-1/Chapter 5, AR 340-2, whichever is applicable to your unit.
2. Are transferred to the Records Holding Area (RHA) designated for your unit (after two years in CFA) if the files have a retention period of three years or more, IAW Chapter 5, AR 340-18-1/Section I & II, Chapter 9, AR 340-2, whichever is applicable to your unit.
3. Are destroyed in the CFA if the retention period is two years or less, IAW Chapter 5, AR 340-18-1/Chapter 8, AR 340-2, whichever is applicable to your unit.
4. Are transferred to the Records Holding Area, using a properly completed Standard Form 135, and continuation sheet (SF 135A), if required, IAW Chapter 5, AR 340-18-1 or, Chapter 9, AR 340-2, whichever is applicable to your activity.
5. Are packed for shipment/transfer to the RHA in the appropriate type containers/cartons, IAW Chapter 5, AR 340-18-1 or, Chap 9, AR 340-2, whichever is applicable to your activity.

PERFORMANCE MEASURES:

1. All current files will be retained in the current files area for a period of two years, (separated from the files established for the new year) IAW paragraph 2-5, AR 340-18-1/Chapter 5, para 5-3, AR 340-2, whichever is applicable to your unit.
2. Files held in the current files area (CFA) which have a retention period of two years or less will be destroyed in the CFA upon expiration of the required retention period. This applies to all files labeled in the LEFT position as prescribed by Chapter 3, para 3-4, AR 340-18-1/Chapter 8, para 8-1, AR 340-2, which is applicable to your activity.
3. Files which have been retained for a period of two years in CFA and have a period of retention of three years or more, will be prepared for transfer to the designated Records Holding (RHA), IAW Chapter 5, para 5-9, AR 340-18-1/Chapter 9, para 9-1, AR 340-2, whichever is applicable to your unit. This applies to all files labeled in the CENTER or RIGHT positions.
4. A Standard Form 135 (SF 135A, Continuation Sheet) will be prepared for each file series of records/files to be shipped to the RHA, IAW Chapter 5, para 5-10, AR 340-18-1/Chapter 9, para 9-2, AR 340-2, whichever is applicable to your activity.

SKILL LEVEL 4

121-004-3430 (continued)

5. Packing and shipping of records/files will comply with standardized materials and containers, IAW Chapter 5, para 5-24, AR 340-18-1/Chapter 9, para 9-6, AR 340-2, whichever is applicable to your unit.
6. Personnel who are in charge of the Records Holding Area are responsible for shipment of qualifying records to the designated Records Center.

REFERENCES: AR 340-2, Maintenance and Disposition of Records in TOE Units of the Active Army, the Army Reserve, and the National Guard.

AR 340-18-1, The Army Functional File System: General Provisions.

121-004-3433

DRAFT MILITARY CORRESPONDENCE

CONDITION: Given a verbal or written requirement to draft an item of correspondence, background data, access to AR 105-31, AR 340-15, AR 310-50, DA Pam 1-10, a standard dictionary and office materials.

STANDARD: The written draft must:

1. Be in the proper correspondence format (military letter, indorsement, nonmilitary letter, Disposition Form, memorandum or message) in accordance with (IAW) AR 105-31 and AR 340-15.
2. Contain a subject, if appropriate, which is representative of the contents and text in Figure 2-3, AR 340-15.
3. Cite references, if any, at or near the beginning of the draft.
4. Explain the purpose of the correspondence in an introductory paragraph if required.
5. Contain sentences which are clear and concise and written at a reading level commensurate with that of the addressee(s).
6. Contain only abbreviations authorized by AR 310-50. (Military abbreviations not normally used in a nonmilitary letter.)
7. Contain correct spelling, punctuation, and grammar IAW AR 340-15 and a standard dictionary.
8. When responding to a communication, satisfy the requirements of the communication (answer all questions or state what action was accomplished).
9. Agree with the 4S Formula (shortness, simplicity, strength, sincerity) defined in DA Pamphlet 1-10.

PERFORMANCE MEASURES:

1. Determine the type of correspondence to be used (military letter, indorsement, nonmilitary letter, Disposition Form, memorandum or message).
2.
 - a. If the purpose of the correspondence is to direct an action, the correspondence must emphasize what is to be done.
 - b. If the purpose of the correspondence is to inform, the correspondence must emphasize how to do something or how something was done (action taken).
 - c. If the purpose of the correspondence is to persuade, the correspondence must emphasize why something must be done, (chap 2, DA Pam 1-10).
3. Before attempting to draft the correspondence, write a statement of the objective.
 - a. Is your purpose to direct an action? Your objective statement must state what the addressee must do. Example: Objective is to direct that a man-proof fence be built around the petroleum dump by the Engineers.
 - b. Is your purpose to inform? Your objective statement must state what action something was or is to be done. Example: Objective is to explain how the fence is to be built, size, type of material, cost, what funds, etc.

SKILL LEVEL 4

121-004-3433 (continued)

- c. If your purpose is to persuade your objective statement must state why something must be done. Example: Objective is to obtain \$25,000 to build the fence. WHY: Pilferage is costly; threat of sabotage; location vulnerable; guard is inadequate.
4. Your objective statement should include at least one of the above steps and answer as many as possible of who, what, when, where, why, and how?
5. On a sheet of paper, start an outline and write your objective statement as the first paragraph and title it "Introduction."
6. Title paragraph 2 as "Body" and list main ideas which state the who, what, where, when, how, and why (or as many as possible) as subparagraphs (DA Pam 1-10, Figure 1 for an example of an outline).
7. Fill in supporting ideas (facts, figures and examples) under the appropriate main ideas.
8. Title paragraph 3 as "Conclusions and Recommendations" and list them. (Not needed if correspondence is directive in nature.)
9. Using your outline, prepare a draft in the proper correspondence format IAW AR 340-15, or AR 105-31.
10. If references (messages, letters, regulations) are required, they are normally listed in paragraph 1 of the correspondence. This does not prohibit other references throughout the correspondence (para 1-37 and figs. 2-17, 2-18, AR 340-15).
11. If the addressee requires an explanation of the purpose of the correspondence, explain the purpose in an introductory paragraph.
12. If you are replying to a communication be sure your draft answers all questions asked or states what action was taken.
13. If your correspondence requires a subject line, compose a subject which relates to or is representative of the contents of your draft (fig 2-3, AR 340-15).
14. Review your draft to insure application of the 4S Formula (shortness, simplicity, strength, sincerity) IAW Chapter 4, DA Pam 1-10. (The Fog Index discussed in paragraph 34, DA Pam 1-10 provides a good yardstick for measuring the readability of the material).
15. Use the following as a checklist to review your draft (chapter 10, AR 340-15).
 - a. Simple and concise sentences.
 - b. Authorized abbreviations (AR 310-50).
 - c. Spelling and punctuation.
 - d. Proper words capitalized.
 - e. Compound or hyphenated words.
 - f. Use of numerals.
16. Does the draft contain all the necessary elements prescribed by the type of correspondence being used?
 - a. Heading.
 - b. Reference symbol.

121-004-3433 (continued)

- c. Subject.
- d. Date.
- e. Identification of writer.
- f. Correct address (ATTENTION line)
- g. Correct paragraphing.
- h. Factual information.
- i. Authority line.
- j. Signature block.
- k. Inclosures identified.

REFERENCES: AR 105-31, Record Communications
AR 310-50, Catalog of Abbreviations and Brevity Codes
AR 340-15, Preparing Correspondence
DA Pam 1-10, Improve Your Writing

SKILL LEVEL 4

121-030-3502

SELECT A DETAIL USING A DUTY ROSTER (DA FORM 6)

- CONDITION:** In order to insure an equitable distribution of "extra duties," the Department of the Army has prescribed procedures for selecting personnel for these duties. Often the senior NCO assigned to a unit will be responsible for preparing and maintaining (posting) the duty roster and ultimately selecting the individual to perform the duty.
- Given the requirement to select a detail using a duty roster; access to AR 220-45; the active duty roster (if applicable); blank DA Forms 6 (if required); access to completed DA Forms 647, Personnel Register, or other personnel data documents to determine duty status; and standard office equipment and supplies.
- STANDARD:** The duty roster NCO must select the correct individual to perform the duty by:
1. Insuring the roster is correctly posted.
 2. Insuring that all personnel eligible to perform the detail are recorded on the roster.
- PERFORMANCE MEASURES:**
1. Determine if a Duty Roster (DA Form 6) has already been prepared for the specific detail. If there is not an active roster for the detail:
 - a. Obtain a blank DA Form 6, enter the duty to be performed, the organization, and "from" date in the spaces provided.
 - b. List all soldiers who have been determined by the command/commander to be eligible for this detail from highest to lowest pay grade. List names within each pay grade in alphabetical order listing last names first (Para 2, page 1, AR 220-45).
 2. Post the roster with the following entries:
 - a. Date of the detail to be selected in the appropriate blank under the heading information.
 - b. Newly assigned personnel, by pay grade, alphabetically (if applicable), at the end of the listing of individuals. Draw a horizontal line through all columns that represent dates prior to the day a new name has been added.
 - c. Deletion of the name of each individual who is permanently no longer eligible or available to perform the duty (PCS, ETS, ED, etc.) by drawing a horizontal line (_____) through all columns that represent the individual.
 - d. Numerical codes in parentheses following added or deleted names with corresponding numbers on the reverse of the DA Form 6 followed by reasons for the additions or deletions (examples: (1) PSC; (2) Assigned and joined; (3) Leave 21-27 June, etc.).
 - e. Identification of each authorized nonavailable person (leave, pass, TDY, special duty, sick line-of-duty, etc.) by placement of an "A" opposite his/her name under the date of the detail.
 - f. Identification of each unauthorized nonavailable person (AWOL, sick not in line-of-duty, confined, etc.) by placement of a "U" under the date of detail opposite his/her name.

121-030-3502 (continued)

- g. Identification of each person not available to perform the duty by reason of previous selection to another detail or other conflicting duty requirements by placing a "D" opposite his/her name in the date of detail column.
- h. Placement of numbers in the blocks is as follows: If this is a new roster, place the number "1" (one) in the column corresponding to the date of detail and names of all soldiers available for the detail or whose column you have previously posted "U". (In this case, the number "1" should be placed above to the right of the "U". (Example: U¹).
- i. If this is not a new roster, determine the correct number to be entered for each person by finding the previous numbered column and adding a number; e.g., if SSG Jones' last number was "6", place a "7" under the date of detail column corresponding to his/her name (para 4, page 2, AR 220-45).

NOTE: If this is a consolidated weekday, weekend, and holiday roster, the above step may be followed without regard to day of the week. If not, weekends and/or holidays should be posted with a different color and in separate sequence (para 5 and 9, page 2, AR 220-45).

- 3. Select the person to perform the detail whose number is the highest of all available personnel on the roster. If more than one individual has the same number, select the person appearing closest to the top of the roster. Place three diagonal lines (///) in the box corresponding to the date and name of the person selected (para 3, page 2, AR 220-45).

NOTE: If more than one individual is required to perform the detail, select and mark as detailed soldiers by using the same criteria as above.

- 4. Add one number to each individual not selected and post this number in the date of detail column (para 4, page 2, AR 220-45).

REFERENCES:

AR 220-45, Duty Rosters

TEC Lesson 500-121-8119-F, Preparing a Duty Roster

121-030-3503

INITIATE RECOMMENDATION FOR AN AWARD OR DECORATION

CONDITION: The Army's system for recognizing and rewarding outstanding duty performance and acts of valor requires the preparation of a DA Form 638, Recommendation for Award. This form becomes the basis for decisions concerning awards and decorations. Therefore, it must be complete and accurate.

You have knowledge of a subordinate's meritorious achievement pending transfer after performance of meritorious achievement, or performance of an act of heroism, and access to AR 672-5-1, the soldier's Military Personnel Records Jacket (MPRJ) and/or his PSNCO, blank DA Form(s) 638, an ink pen, and typing facilities.

STANDARD: You must recommend the soldier for an appropriate award IAW AR 672-5-1, following these steps (fig. 2-1, page 2-14 in the AR).

1. Determine the soldier's eligibility for the award or decoration.
2. Insure that all information required by AR 672-5-1 is entered on the DA Form 638.
3. Attach to the DA Form 638 all documentation required.
4. Forward the completed DA Form 638 and documentation to the commander.

- PERFORMANCE MEASURES:**
1. Check to be sure the meritorious service or achievement or act of valor occurred within the past 2 years. If it did not, do not initiate the recommendation.
 2. Check to be sure the soldier meets the criteria for the award or decoration you are recommending. (chapter 2, section II, AR 672-5-1). If the soldier does not meet the criteria for this award or decoration, consider him for a lesser award.
 3. Check to be sure the soldier is not under suspension of favorable personnel actions. If he is, he is automatically ineligible for any award at this time.
 4. If the award is for meritorious achievement or service, check to be sure the soldier has not already received another award covering the dates being considered. If he has received another award, he is ineligible for further recognition. If this information is not readily available to you, contact the Military Personnel Office, the PSNCO, or the soldier's first sergeant.
 5. When you have determined that the soldier is eligible for the award or decoration, fill out Part I: DA Form 638, IAW paragraph 2-22a, section III, AR 672-5-1. Make sure that all information is complete and accurate. If you are in doubt about the correctness of any item or if any personal data are not available on the soldier's MPRJ, get the information from the PSNCO.
 6. For meritorious achievement or service award only, complete Part II, DA Form 638. (See paragraph 2-22b, section III, AR 672-5-1).
 7. Complete Part III of the form for a heroism award only. Use paragraph 2-22c, section III, AR 672-5-1 as your guide.

121-030-3503 (continued)

8. If the award is for an act of heroism, contact all possible eyewitnesses to the act and obtain supporting documentation from them. This documentation can be certificates, affidavits, and/or sworn statements. Also, gather other kinds of documentation relating to the incident, such as police reports, new articles, and affidavits from people other than eyewitnesses who are aware of the act and its circumstances.
9. Complete part IV, DA Form 638, very carefully. It is a critical portion of the form — the actual proposed citation. This section must be typed double spaced, and must not exceed 12 characters per inch and 9 lines total. In part IV, describe the soldier's performance factually and concisely. Avoid stilted, pompous language, which wastes limited space and lessens the chance for a favorable evaluation. You may include a one-page, double-spaced summary of the deed, service, or achievement as an enclosure (paras 2-22d and 2-22e, section III, AR 672-5-1).
10. Complete part V of the form. Be sure to list all attachments and enclosures in item 16.
11. Check Form 638 after completing it to be sure it is filled out completely and accurately.
12. Forward sufficient copies of the typed DA Form 638 and its enclosures and attachments through channels to the commander.

NOTE: Usually the personnel administration center will provide typing support.

REFERENCES:

AR 672-5-1, Military Awards

AG Subcourse 0006, Awards and Decorations

SKILL LEVEL 4

093-425-4033

DETERMINE ADEQUACY OF DA PUBLICATIONS IN UNIT

CONDITION: Do this task in a maintenance shop. AR 310-1, AR 310-2, DA Pam 310-10 and DA Pam 310-10-2 can be used. You need DA Form 12 series forms and DA Form 4569.

STANDARD: Task standard is met when you complete the following actions:

1. Determine what publications are needed.
2. Order the publications not on hand.
3. Verify DA Form 12 series on file are up to date.

PERFORMANCE MEASURES:

1. Review DA Pam indexes for needed publications.
2. Review DA Form 12 series (subscription forms) that have been submitted for requirements for publications:
3. Fill out and send initial or change requirements on DA Form 12 series to the right publications center.
4. Review all publication center letters for new publications and take action to get the publications needed.
5. Review the need for changes in requirements for publication and submit the correct DA Form 12 series to the right publications center.
6. Fill out DA Form 4569 for resupply of publications or to get publications not received by automatic distribution.

REFERENCES: AR 310-1, Publications Blank Forms and Printing Management
AR 310-2, Identification and Distribution of DA Publications and Issue of Agency and Command Administrative Publications
DA Pam 310-2, Index of Blank Forms
DA Pam 310-10, Guide for Publications Supply Personnel

093-399-4105

EXPLAIN THE OE PROGRAM

CONDITION: You are a training NCO in your unit. Given TC 26-1 and AR 600-76 you will prepare a lesson plan of the OE program to present to your unit.

STANDARD: You must be able to state the purpose of the OE program and identify all the elements presented in the performance measures. Outline a lesson plan to present to your unit.

- PERFORMANCE MEASURES:**
1. Learn the purpose and constraints of the OE program (pg 2, TC 26-1 and 2-2 to 2-3, AR 600-76)
 2. Describe the four steps of the OE process (fig. 1 and pg. 17-18, TC 26-1 or para 1-5, AR 600-76).
 3. Learn how the OE process is generated in a unit (para 2-1a, AR 600-76 or page 15, TC 26-1).
 4. Describe the key to a successful OE effort (pg 14, TC 26-1).
 5. Learn the reasons for an organizational assessment (Fig 4105-1).
 6. Identify the subsystems of an organization (fig 4 and pp 31-38, TC 26-1).
 7. Identify the steps in the OE planning process (Fig 2 and pp 21-23, TC 26-1).
 8. List the ten objectives of the OE process (para 1-6, AR 600-76).
 9. Identify the organizational processes that occur within and between the interdependent components of a unit (pg 38-41, TC 26-1).
 10. Identify the behavior appropriate to an OE operation (Fig. 4105-2).
 11. Learn the purpose of the evaluation follow-up step.
 12. Prepare a lesson plan outline based on information obtained from PM 1-12.

REFERENCES: AR 600-76, Organizational Effectiveness (OE) Activities
 TC 26-1, Commanders Guide to Organizational Effectiveness

REASONS FOR ORGANIZATIONAL ASSESSMENT

**BECOME MORE AWARE OF ORGANIZATIONAL STRENGTHS
AND WEAKNESSES.**

**BETTER UNDERSTAND ORGANIZATIONAL STRENGTHS AND
WEAKNESSES.**

**DESCRIBE ORGANIZATIONAL STRENGTHS AND WEAKNESSES
MORE PRECISELY AND ACCURATELY.**

**PLACE THE PROPER PRIORITY ON STRENGTHS AND
WEAKNESSES OF THE ORGANIZATION.**

**RECOGNIZE THE ROOT CAUSES OR ORGANIZATIONAL
PROBLEMS FROM SYMPTOMS OR TEMPORARY ISSUES.**

Figure 4105-1.

093-399-4105 (continued)

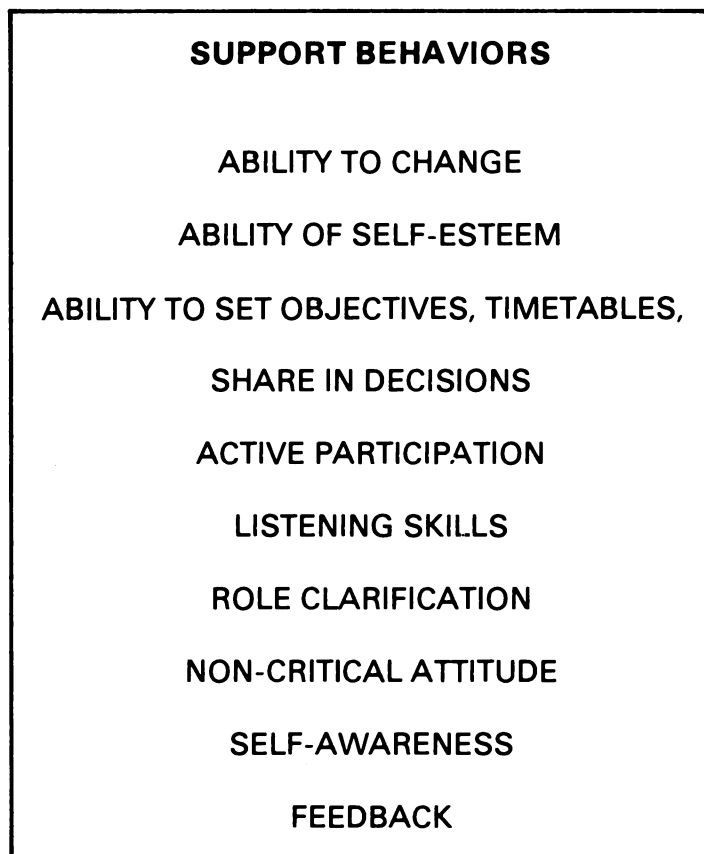


Figure 4105-2.

SKILL LEVEL 4**093-399-4119****EXPLAIN THE EPMS SYSTEM****CONDITION:** Given AR 600-200 perform this task in any environment.**STANDARD:** Within 1 hour accurately explain EPMS IAW Performance Measures and AR 600-200.

- PERFORMANCE MEASURES:**
1. Explain background and purpose of EPMS.
 2. Explain training available from E1 through E9 under EPMS.
 3. Explain evaluation by SQT:
 - a. SQT may be given in three ways: (1) Skill Component (SC), (2) Hands-on Component (HOC), (3) Job Site Component (JSC).
 - b. High pass qualifies for skill level of next higher grade.
 - c. Minimum pass verifies skill level of present grade.
 - d. Below minimum pass indicates non-qualification in skill level of present grade.

GRADE	SL	TRAINING COURSE	TRAINING LOC
E1	0	Basic Training	BT
E2-E4	1	Advanced Individual Training	AIT
	1	Supervised on-the-job Training (SOJT)	UNIT
E5	2	Primary Leadership Course (PLC) Primary Technical Training (PTC)	Institutional Institutional
E6/E7	3/4	ANCOC Supervised on-the-job Training	Institutional UNIT
E8/E9	5	Supervised on-the-job Training (SOJT)	UNIT
NOTE: Selected E7 - E9 Sergeants Major Academy.			

093-399-4119 (continued)

4. Compare the MOS classification system to the Army's grade structure. Example:

PVT1	55B0
PVT2 - E-4	55B1
SGT - E5	55B2
SSG - E6	55B3
SFC - E7	55B4
MSG - E8	55Z5
SMG - E9	55Z5

5. Explain the promotion authority for all grades.
- E1-E4 Decentralized
 - E5-E6 Semi-Centralized
 - E7-E9 Centralized DA Boards
6. Explain reclassification in primary and secondary MOS.
- Authority to reclassify
 - Responsibilities of Department of the Army
 - Withdrawal of MOS
7. Explain bars to reenlistment
- Personnel in grade E9.
 - Personnel in grade E5 through E8.
8. Answer soldiers questions on EPMS.

REFERENCES:

AR 600-200, Enlisted Personnel Management System

AR 611-201, Enlisted Career Management Fields and Military Occupational Specialties

093-399-4124

EXPLAIN ARMY EDUCATIONAL OPPORTUNITIES

CONDITIONS: Given AR 621-5, perform this task in any environment.

STANDARD: Within two hours accurately explain the Army's educational opportunities IAW performance measures.

- PERFORMANCE MEASURES:**
1. Explain the policy and responsibility of commanders.
 2. Explain basic skills education program.
 3. Explain associate degree program.
 4. Explain baccalaureate and graduate degree program.
 5. Explain skill recognition program.
 - a. Accreditation of military experience
 - b. Army apprenticeship
 - c. Industry recognition
 - d. Industry specialist
 - e. Certification
 6. Explain the Army language program.
 7. Explain the veterans educational experience program.
 - a. Contributions and benefits
 - b. Special contribution and provisions
 - c. Suspension and disenrollment
 - d. Reenrollment
 8. Explain the tuition assistance program.
 - a. Payment of tuition assistance
 - b. Non-payment of tuition assistance
 - c. Withdrawal
 - d. Failure to complete
 - e. Counseling

REFERENCE: AR 621-5, Army Continuing Education System (ACES)

093-425-4042

DIRECT A SUPERVISED ON-THE-JOB TRAINING (SOJT) PROGRAM

- CONDITION:** Do this task in a maintenance shop using the references.
- STANDARD:** Task standard is met when you review the training needs for on-the-job training and establish an effective training program.
- PERFORMANCE MEASURES:**
1. Determine training needs.
 2. Select methods of training.
 3. Make up a SOJT program.
 4. Develop standards and procedures for the program.
 5. Select personnel to teach the program.
 6. Set up a record system.
 7. Give help as needed.
 8. Check to make sure the program is working successfully.
 9. Update the program as needed.
- REFERENCES:** FM 9-59, Missile Support Unit Operations
FM 21-6, How to Prepare and Conduct Military Training

SKILL LEVEL 4

874-896-4070

SAMPLE INDIVIDUAL TRAINING (QUALITY CONTROL CHECK)

- CONDITION:** Given the outline for task training and the resources required to conduct the performance test.
- STANDARD:**
1. Select one or more soldiers who have received a "GO" on the task.
 2. Administer the performance test.
 3. Critique the soldiers.
 4. Discuss the results of the performance with the trainer.
 5. Record results of sample and report as appropriate.
- PERFORMANCE MEASURES:**
1. **REVIEW THE TASK.** Review the task carefully. Pay special attention to requirements and standards of the task checkout and its performance test.
 2. **SELECT A SAMPLE.** Ask the trainer for a list of his soldiers who have recently received a "GO" on the task. Select one or more soldiers who have received a "GO" by the trainer as a sample.
 3. **CONDUCT THE CHECKOUT.** Administer the performance test to the soldiers.
 4. **CRITIQUE THE SOLDIERS.** Give the sample soldiers a "pat on the back" if they performed to standard. If they did not perform to standard, tell them what part of the performance test they failed. Try to determine why the soldiers did not perform to standard.
 5. **INFORM THE TRAINER.** Discuss the results of the performance test with the trainer. Try and determine why the soldiers did not perform to standard. If the soldiers did perform to standard, compliment the trainer. Have the trainer update the information in his job book.
 6. **RECORD THE RESULTS.** Record the results of the quality control check and report the findings and recommendations, when appropriate, to higher authority.
- REFERENCE:** FM 21-6, How to Prepare and Conduct Military Training

SKILL LEVEL 5

TASK NUMBER

PA

AMMUNITION STORAGE

093-425-5046 Assist in an Inspection of the Small Arms and Small Arms
Ammunition Storage Facilities

LEGAL AFFAIRS/MILITARY JUSTICE

181-909-5010 Supervise Preparation of Sworn/ Unsworn Statements

181-909-5100 Supervise Preparation of Record of Proceedings Under
Article 15, UCMJ (DA Form 2627)

TACTICAL UNIT OPERATIONS

071-322-5050 Monitor Operations/ Movements of Subordinate Units

UNIT ADMINISTRATION

093-425-5008 Review Unit Manning Report

093-425-5009 Review Mark Sense Forms

093-425-5011 Review (Request and Authority for Leave) DA Form 31

093-425-5012 Review Enlisted (E3 through E6) Promotion Recommendation
Procedures

093-425-5013 Review DA Form 4187 (Personnel Action)

093-425-5026 Supervise Preparation of DA Form 268 (Report for Suspension of
Favorable Personnel Action)

093-425-5027 Recommend a Bar to Reenlistment

093-425-5028 Initiate Administrative Actions on an AWOL Soldier

093-425-5029 Prepare Dropped From the Rolls (DFR) Administrative Action

093-425-5030 Review Application for Hardship/ Dependency Discharge

093-425-5031 Supervise Preparation of a Recommendation for Discharge for
Misconduct/ Unsuitability

093-425-5032 Monitor Meal Card Register

093-425-5035 Monitor an Inventory of Absentee's Personal Effects and
Military Equipment

093-425-5036 Review DA Form 2142, Pay Inquiry; DA Form 1341, JUMPS-Army
Allotment Authorization; and DA Form 3685, JUMPS-Army
Pay Election

093-425-5038 Assist the Commander in Conducting a Personnel Asset
Inventory (PAI)

093-425-5039 Review Personnel Strength Zero Balance Report, Part I and II

093-425-5041 Review DA Form 3815, SIDPERS Input and Control Data-
Authentication and Transmittal (Batch Control Form)

093-425-5047 Prepare DA Form 4179-R, Leave Control Log Form

093-434-5819 Monitor Unit Mail Operations

093-434-5823 Advise Commander on Unit Readiness

121-020-3420 Review Maintenance of the Personnel Qualification Record
(PQR), DA Form 2

121-020-3423 Review the Maintenance of the PDC-SIDPERS, DA Form 2475-2 .

121-030-5003 Maintain Accountability of Personnel (Status Report,
Casualty Report)

093-425-5046

**ASSIST IN AN INSPECTION OF THE SMALL ARMS AND SMALL
ARMS AMMUNITION STORAGE FACILITIES**

CONDITION: Inspect the unit's small arms and small arms ammunition storage facility. Use AR 190-11, AR 190-13, unit or higher headquarters physical security SOP, and/or locally produced security checklists.

STANDARD: Inspect the physical security of the unit's small arms and small arms ammunition, and schedule and conduct a physical security inspection of the unit's small arms and small arms ammunition storage facility IAW AR 190-13.

PERFORMANCE

1. **GENERAL.** Schedule and conduct physical security inspections according to AR 190-13. In addition to the required inspections, commanders or their designated representatives conduct unannounced inspections when appropriate to make sure that weapons and ammunition are properly inventoried and secured.
2. **SECURITY CHECKLIST.** (See figure 5046-1.) Use the checklist in figure 1 as a guide. This checklist does not cover everything. In individual situations, there may be items of physical security interests or importance which are not included on the checklist. The person who conducts the inspection must be alert for such items and not merely check off items listed on the checklist. The checklist can be adopted and reproduced locally with appropriate heading, general information spaces, and column headings with boxes for yes or no checks.

093-425-5046 (continued)

**PHYSICAL SECURITY INSPECTION CHECKLIST FOR UNIT FACILITIES
FOR SMALL ARMS AND SMALL ARMS AMMUNITION (AR 190-11)**

**1. WAIVERS AND/OR EXCEPTION FOR SMALL ARMS AND SMALL
ARMS AMMUNITION STORAGE FACILITY.**

- | | | |
|----|---|--|
| a. | Has a valid waiver or exception been granted for specific requirements of AR 190-11? | ☐ Yes ☐ No |
| b. | Are the specific requirements listed in the granted waiver or exception being complied with? | ☐ Yes ☐ No |
| c. | Are the compensatory measures on which the waiver or exception is based in effect, and do they give enough security to make sure that the property in the storage facility is reasonably protected? | ☐ Yes ☐ No |

2. BUILDING(S) WHICH ARE FOR SMALL ARMS STORAGE ONLY.

- | | | |
|----|--|--|
| a. | Is the building used to secure small arms and not used for any unrelated activity? | ☐ Yes ☐ No |
| b. | Are the walls masonry (concrete block, brick) or reinforced concrete with concrete floors? | ☐ Yes ☐ No |
| c. | Is the roof and/or ceiling made of a fire resistant material which gives an equal or greater degree of security than does the approved protection for windows and doors? | ☐ Yes ☐ No |
| d. | Are doors and windows limited to the number needed? | ☐ Yes ☐ No |
| e. | Is the building marked as a restricted area? | ☐ Yes ☐ No |
| f. | Are there steel mesh or steel bars covering the windows? | ☐ Yes ☐ No |
| g. | Is the steel mesh fastened to a steel frame which is securely fastened to the building with fastenings that cannot be reached from outside the building? | ☐ Yes ☐ No |
| h. | Are the ends of the steel bars securely embedded in the building or welded to a steel frame which is securely fastened to the building with fastenings that cannot be reached from outside the building? | ☐ Yes ☐ No |
| i. | Are all windows locked at the close of the business day? | ☐ Yes ☐ No |
| j. | Are all doors made of materials that make forced entry very hard? | ☐ Yes ☐ No |
| k. | Are all doors, except the main one, fastened on the inside by locking bars? | ☐ Yes ☐ No |
| l. | Are door frames fastened to the building in such a way that they cannot be removed from the casing? | ☐ Yes ☐ No |
| m. | Is the main door locked by one or more high security padlocks? | ☐ Yes ☐ No |

Figure 5046-1 (continued)

093-425-5046 (continued)

- n. Are doors which swing outward mounted on fixed pin security type hinges, safety hinges, or the equivalent? ☐ Yes ☐ No
- o. Is there adequate outside and inside lighting? ☐ Yes ☐ No

3. BUILDINGS WHICH CONTAIN AN ARMS STORAGE ROOM.

- a. Are procedures established and applied strictly enough to reduce the opportunity for unobserved entry to the arms storage room located inside the building? ☐ Yes ☐ No
- b. Do internal procedures prevent loitering inside or outside the building near the arms room? ☐ Yes ☐ No

4. ARMS STORAGE ROOM WITHIN A BUILDING.

- a. Is the arms room marked RESTRICTED AREA? ☐ Yes ☐ No
- b. Are windows limited to the number needed? ☐ Yes ☐ No
- c. Are the windows covered with steel mesh or steel bars? ☐ Yes ☐ No
- d. Is the steel mesh fastened to a steel frame which is securely fastened to the building with fastenings that cannot be reached from outside the building? ☐ Yes ☐ No
- e. Are the ends of the steel bars securely embedded in the building or welded to a steel frame which is securely fastened to the building with fastenings that cannot be reached from outside the building? ☐ Yes ☐ No
- f. Are all windows locked at the close of the business day? ☐ Yes ☐ No
- g. Does the arms room have triple barrier protection? ☐ Yes ☐ No
- h. Are the doors made of steel bars which are welded to a grid with openings no larger than 32 square inches; or is the door solid wood and covered on the outside with steel plates of at least 12 gauge? ☐ Yes ☐ No
- i. Are the door hinges fixed pin security hinges or a type of hinge which gives equal security? ☐ Yes ☐ No
- j. If safety stud hinges are not used, are exposed hinge pins spot welded or fastened so they cannot be removed? ☐ Yes ☐ No
- k. Are all access doors to the arms room locked with approved locking devices? ☐ Yes ☐ No
- l. Is the locking device on the most secure door a high security padlock and hasp? ☐ Yes ☐ No
- m. Is one approved locking device on each door a triple barrier lock? ☐ Yes ☐ No
- n. If the arms room has a steel vault door, does the door have a built-in three position, dial type, changeable combination lock? ☐ Yes ☐ No

Figure 5046-1 (continued)

093-425-5046 (continued)

- | | | |
|----|---|--|
| o. | Are doors that are not used for access to the arms room of equal structural strength as adjacent walls and locked so there is no access to the locking device from the outside? | ☐ Yes ☐ No |
| p. | If a wire-mesh cage is used for the temporary storage of small arms does it conform with OCE Standard Drawing 40-01-41 and 40-21-01, and is it watched constantly? | ☐ Yes ☐ No |
| q. | Is a prefabricated cage used as an inner liner to reinforce the arms room and show any forced entry? If so, is it used only when structural standards for the arms room cannot be met? | ☐ Yes ☐ No |
| r. | In temporary buildings, are the outside walls of the arms room made of double wooden-wall thickness (standard stud construction)? | ☐ Yes ☐ No |
| s. | In temporary buildings, are the inside walls, ceilings, and floors made so that at least one side of the surface is 1-inch doublenail tongue-and-groove wood sheathing or made of a material that will give equal security? | ☐ Yes ☐ No |

5. ARMS RACKS.

- | | | |
|----|---|--|
| a. | Are all unused arms racks or containers locked with approved locking devices? | ☐ Yes ☐ No |
| b. | Are all arms racks fastened together and then fastened to the wall or floor with bolts or with approved chains that are equipped with at least secondary locking devices? | ☐ Yes ☐ No |
| c. | Do racks that use hinged locking bars have the hinge pins welded or fastened so they cannot be easily removed? | ☐ Yes ☐ No |
| d. | Do locally made arms racks provide security equal to or greater than that provided by standard issue racks? | ☐ Yes ☐ No |
| e. | Are all racks made so that when locked, a weapon cannot be removed by taking the rack apart? | ☐ Yes ☐ No |
| f. | Are crew-served weapons and other weapons which will not fit into issue racks, secured in containers made of at least 22 gauge steel? | ☐ Yes ☐ No |
| g. | If a Class 5 weapons container (Map and Plan Security Cabinet) is used by small, isolated units that have few weapons, is the container also protected by other physical security measures? | ☐ Yes ☐ No |
| h. | If lockers are used as a substitute for racks, are the locks fastened to the structure? | ☐ Yes ☐ No |
| i. | Are the hasps of the lockers installed so that they cannot be removed? | ☐ Yes ☐ No |
| j. | Do the lockers have an approved locking device? | ☐ Yes ☐ No |
| k. | Are the lock hinges installed so that they cannot be removed? | ☐ Yes ☐ No |

Figure 5046-1 (continued)

093-425-5046 (continued)

6. ADMINISTRATIVE CONTROL PROCEDURES.

- | | | | |
|----|---|------------------------------|-----------------------------|
| a. | Are all weapons' serial numbers entered in unit and/or station property records and kept up-to-date? | ☐ Yes | ☐ No |
| b. | Are all weapons that are not in bulk storage inventoried by serial number at least once each month? | ☐ Yes | ☐ No |
| c. | Are written records of weapon inventories kept? | ☐ Yes | ☐ No |
| d. | Are weapons that are in bulk storage or in depots properly inventoried and the inventories made into written record? | ☐ Yes | ☐ No |
| e. | In addition to scheduled weapon inventories, are frequent unscheduled inventories conducted? | ☐ Yes | ☐ No |
| f. | When more than one unit uses the same arms room or weapons storage facility, are weapons separated and identified by unit? | ☐ Yes | ☐ No |
| g. | When more than one unit uses the same arms room or weapons storage facility, is each unit accountable for its own weapons? | ☐ Yes | ☐ No |
| h. | Are weapons cards issued to individuals? | ☐ Yes | ☐ No |
| i. | Is the weapons card turned in to the arms room when the weapon is withdrawn? | ☐ Yes | ☐ No |
| j. | Do individuals sign a weapons receipt register when weapons are removed from the arms room? | ☐ Yes | ☐ No |
| k. | Are there written procedures which tell how to issue weapons and ammunition during emergencies, field exercises, or when operational necessity demands that this equipment be issued quickly? | ☐ Yes | ☐ No |
| l. | Is the arms or ammunition storage facility checked periodically by a security or guard patrol, or unit personnel? | ☐ Yes | ☐ No |
| m. | Are all checks recorded? | ☐ Yes | ☐ No |
| n. | Are individuals who have weapons or ammunition told of their responsibilities and the importance of not losing weapons and/or ammunition? | ☐ Yes | ☐ No |

7. KEY AND LOCK CONTROL

- | | | | |
|----|--|------------------------------|-----------------------------|
| a. | Are the keys to arms storage buildings, rooms, racks and containers kept separately from other keys? | ☐ Yes | ☐ No |
| b. | Are the keys available only to those individuals who have an official need to use them? | ☐ Yes | ☐ No |
| c. | Does the unit keep a current roster of individuals who need the keys? | ☐ Yes | ☐ No |
| d. | Are the keys limited to the number needed? | ☐ Yes | ☐ No |

Figure 5046-1 (continued)

093-425-5046 (continued)

e.	Is the custody of keys transferred from one individual to another only after the individuals have conducted a visual inventory of weapons including a total count of weapons on hand?	☐ Yes	☐ No
f.	Is the change of custody of keys recorded?	☐ Yes	☐ No
g.	After duty hours, are the keys locked in a secure container away from the storage area or kept by the responsible duty officer/NCO or charge-of-quarters?	☐ Yes	☐ No
h.	Are keys left unattended or unsecured at any time?	☐ Yes	☐ No
i.	Is the removal of keys to arms storage buildings, rooms, racks, and/or containers away from the installation permitted?	☐ Yes	☐ No
j.	Can master keys be used?	☐ Yes	☐ No
k.	Are locks replaced when keys are lost, misplaced, or stolen?	☐ Yes	☐ No
l.	Is a key/lock custodian appointed on orders?	☐ Yes	☐ No
m.	Is a key control register kept to insure the administrative accountability for keys?	☐ Yes	☐ No
n.	Does the key control register have the signature of all individuals who have the key, date and hour of issue, serial number of key, initials of the person who issued the key, date and hour key was returned and the signature of the individual who accepted the returned key?	☐ Yes	☐ No
o.	Are padlocks locked to the staple or hasp when the area or container is open?	☐ Yes	☐ No
p.	Are quarterly inventories taken of all keys and locks?	☐ Yes	☐ No
q.	Are locks and locking devices securing weapons changed at least once a year?	☐ Yes	☐ No
r.	Are tools that are stored in the vicinity of the arms storage area kept in a locked container?	☐ Yes	☐ No
8. CONTROL PROCEDURES FOR SAFEGUARDING AMMUNITION AND EXPLOSIVES.			
a.	Is the ammunition in the unit arms room, authorized by higher headquarters, inventoried daily, and stored and controlled as outlined in chapter 3, AR 190-11, and safety regulations?	☐ Yes	☐ No
b.	Is the ammunition assigned on unit property records inventoried monthly?	☐ Yes	☐ No
c.	Is a written record made of all ammunition inventories?	☐ Yes	☐ No
d.	Is the storage area for ammunition and/or explosives marked as a RESTRICTED AREA?	☐ Yes	☐ No
e.	When more than one unit uses the same ammunition storage facility are the stocks separated and identified by unit?	☐ Yes	☐ No

Figure 5046-1 (continued)

093-425-5046 (continued)

- | | | | |
|----|--|------------------------------|-----------------------------|
| f. | Do written security procedures give responsibility for the security of the storage facility to one unit? | ☐ Yes | ☐ No |
| g. | Is ammunition stored in the unit arms room kept in separate, locked containers? | ☐ Yes | ☐ No |
| h. | Is the container firmly secured to the structure? | ☐ Yes | ☐ No |
| i. | Is the ammunition storage area locked with a high security padlock and hasp? | ☐ Yes | ☐ No |
| j. | Are ventilators or other openings covered with steel mesh or some material which protects the openings or ventilator from individuals or dangerous objects? | ☐ Yes | ☐ No |
| k. | Is the control and accountability of the keys to the ammunition and/or explosive storage area controlled and accounted for? | ☐ Yes | ☐ No |
| l. | Are locks securing the ammunition and/or explosive storage areas changed at least once a year? | ☐ Yes | ☐ No |
| m. | Is any loose ammunition assigned on the unit property records not in counted, banded containers? | ☐ Yes | ☐ No |
| n. | Does the monthly inventory of ammunition include an inspection and count of crated ammunition to make sure that bands and seals are intact? | ☐ Yes | ☐ No |
| o. | Does the monthly inventory include the lot numbers of all ammunition in banded containers? | ☐ Yes | ☐ No |
| p. | Have agencies or organizations responsible for securing large quantities of ammunition (i.e., bulk storage in depot, installation ammunition supply points, prestock points) made sure that an accurate system of accounting and inventory (cyclic inventory) is established and maintained? | ☐ Yes | ☐ No |
| q. | To the extent possible, does the basic load ammunition storage room meet the same construction requirements as the small arms storage rooms? | ☐ Yes | ☐ No |
| r. | Are all doors locked with approved locking devices? | ☐ Yes | ☐ No |
| s. | Are fire-control measures and symbols posted? | ☐ Yes | ☐ No |

9. SECURITY OF PRIVATELY OWNED WEAPONS.

- | | | | |
|----|--|------------------------------|-----------------------------|
| a. | Are privately owned weapons and ammunition or authorized war trophy firearms kept in locked containers, separate from military weapons and ammunition in the unit arms room? | ☐ Yes | ☐ No |
| b. | Is the retention and storage of incendiary devices and explosives permitted? | ☐ Yes | ☐ No |
| c. | Has a receipt been issued for each privately owned weapon stored in the unit arms room? | ☐ Yes | ☐ No |
| d. | Is the receipt kept in the arms room when the owner has the weapon? | ☐ Yes | ☐ No |
| e. | Does the owner keep the receipt when the weapon is properly stored in the unit arms room? | ☐ Yes | ☐ No |

Figure 5046-1 (continued)

SKILL LEVEL 5

093-425-5046 (continued)

- | | | | |
|----|--|------------------------------|-----------------------------|
| f. | Are privately owned weapons taken from the unit arms room only after written approval is granted by the unit commander or authorized representative? | ☐ Yes | ☐ No |
| g. | Are state and local laws regarding registration and possession of firearms posted on the unit bulletin board? | ☐ Yes | ☐ No |
| h. | Are new personnel briefed on the rules governing the possession and use of privately owned weapons? | ☐ Yes | ☐ No |
| i. | Does the commander make unannounced inspections to make sure that privately owned weapons are stored and controlled properly? | ☐ Yes | ☐ No |

10. INTRUSION DETECTION (ID) SYSTEMS.

- | | | | |
|----|--|------------------------------|-----------------------------|
| a. | Are ID systems installed at permanent small arms storage areas? | ☐ Yes | ☐ No |
| b. | If not, have they been requested by the commander? | ☐ Yes | ☐ No |
| c. | Is there an SOP for the operation and maintenance of ID systems? | ☐ Yes | ☐ No |
| d. | Does the SOP include: | | |
| | (1) Instructions for daily testing activation and/or deactivation and response to an alarm? | ☐ Yes | ☐ No |
| | (2) Is there requirement that a log be kept which shows alarm activation by date, time, and activation (actual or false)? | ☐ Yes | ☐ No |
| e. | If the ID system has proved unreliable (excessive false alarms), is the system faulty or improperly installed? | ☐ Yes | ☐ No |
| f. | Does the user think the system is adequate? | ☐ Yes | ☐ No |
| g. | At the time of this inspection was the system working properly? | ☐ Yes | ☐ No |
| h. | Is the system suitable for its present location and environment? If not, explain in remarks. | ☐ Yes | ☐ No |
| i. | Will the system do the job? | ☐ Yes | ☐ No |
| j. | Does the user know that the alarm system merely detects unlawful entry into the protected area of beyond a predetermined point of approach to a protected object but does not prevent entry? | ☐ Yes | ☐ No |
| k. | Are protective physical security measures built into the system, such as: | | |
| | (1) Height of reporting lines on poles? | ☐ Yes | ☐ No |
| | (2) The depth that reporting lines are buried in the ground? | ☐ Yes | ☐ No |
| | (3) Use of shielded transmission and power lines? | ☐ Yes | ☐ No |
| | (4) Control of access to the system equipment? | ☐ Yes | ☐ No |
| | (5) Use of seals on controls and exposed adjustment mechanisms? | ☐ Yes | ☐ No |
| | (6) Placement of transmission and power lines inside walls or metal conduit? | ☐ Yes | ☐ No |

Figure 5046-1 (continued)

093-425-5046 (continued)

- | | | |
|-----|---|--|
| l. | If a loudspeaker is located on the outside of a building is it protected from the weather or willful tampering? | ☐ Yes ☐ No |
| m. | Is the system underwriter approved? | ☐ Yes ☐ No |
| n. | Was the system installed by underwriter approved service personnel? | ☐ Yes ☐ No |
| o. | Is the system equipped with a 2-position lock switch for ON and OFF operation? | ☐ Yes ☐ No |
| | (1) Are 2 or more keys available? | ☐ Yes ☐ No |
| | (2) Are the keys controlled? | ☐ Yes ☐ No |
| | (3) Can the system be turned ON and OFF from the outside? | ☐ Yes ☐ No |
| p. | In addition to the ON and OFF switch, is the system equipped with electrical shunt switches for testing? | ☐ Yes ☐ No |
| q. | Is it a multiple purpose system (smoke, water, heat, etc.)? | ☐ Yes ☐ No |
| r. | Is the system equipped with a pilot light or with any other operational readiness indicator? | ☐ Yes ☐ No |
| s. | If the system has an AC power supply, can it be automatically switched to DA power, if needed, for continuous protection? (Is a standby battery in place?) | ☐ Yes ☐ No |
| t. | Does the system make an uninterrupted, silent protective circuit transfer using only a local visible indicator to signal when such a transfer has occurred? | ☐ Yes ☐ No |
| u. | Can activating devices be quietly operated? | ☐ Yes ☐ No |
| v. | Is the system maintained by cleared personnel? | ☐ Yes ☐ No |
| w. | Is the alarm system properly maintained by: | |
| | (1) Trained local maintenance personnel? | ☐ Yes ☐ No |
| | (2) Readily available trained civilian maintenance personnel? | ☐ Yes ☐ No |
| | (3) An appropriate service contract? | ☐ Yes ☐ No |
| x. | Are records kept of all alarm signals received including: | |
| | (1) Time? | ☐ Yes ☐ No |
| | (2) Date? | ☐ Yes ☐ No |
| | (3) Location? | ☐ Yes ☐ No |
| | (4) Action taken? | ☐ Yes ☐ No |
| | (5) Cause for alarm? | ☐ Yes ☐ No |
| y. | When the system has not been used for a long time is it tested often to make sure that it still works? | ☐ Yes ☐ No |
| z. | Is the system tested often to learn if it can respond to alarm signals? | ☐ Yes ☐ No |
| aa. | Is there any weakness in the system? | ☐ Yes ☐ No |

Figure 5046-1 (continued)

SKILL LEVEL 5

093-425-5046 (continued)

- | | | | |
|-----|--|------------------------------|-----------------------------|
| ab. | Is the system connected to a capable response element? | ☐ Yes | ☐ No |
| ac. | Are activating devices appropriately located and is there a sufficient number of activating devices? | ☐ Yes | ☐ No |
| ad. | Can the public see the equipment? | ☐ Yes | ☐ No |
| ae. | If the system sounds can it be heard on the premises? | ☐ Yes | ☐ No |
| af. | Are independent transmission lines used? | ☐ Yes | ☐ No |
| ag. | Are adequate spare parts, such as fuses and bulbs, readily available to the user? | ☐ Yes | ☐ No |
| ah. | Can personnel who use the equipment do minor maintenance, and install fuses and bulbs, if needed? | ☐ Yes | ☐ No |
| ai. | Does the system have a duress capability that can be used if an authorized person needs to deactivate the system while under duress? | ☐ Yes | ☐ No |

11. LOSS, THEFT, OR RECOVERY OF WEAPONS, AMMUNITION AND EXPLOSIVES

- | | | |
|----|---|--|
| a. | How many weapons have been lost or stolen within the last 12 months? | Amount_____ |
| b. | How many lost or stolen weapons have been recovered during the last 12 months? | Amount_____ |
| c. | How many weapons have been the subject of a report of survey during the past 12 months? | Amount_____ |
| d. | If there was a loss, theft, or recovery of weapons, demolitions, or explosives was the local provost marshal notified promptly? | ☐ Yes ☐ No |

REFERENCES: AR 190-11, Physical Security of Weapons, Ammunition, and Explosives
 AR 190-13, The Army Physical Security Program
 FM 19-30, Physical Security

181-909-5010

SUPERVISE PREPARATION OF SWORN/UNSWORN STATEMENTS

CONDITION: As a senior enlisted service member, you will often be ordered to take or supervise the taking of sworn or unsworn statement from someone in your unit. The statement you get could be an important piece of evidence in a court-martial, Article 15, board action, report of survey or a personnel action.

There are two important rules to follow when taking a statement to help you take a statement. First, try to take statements from people who personally saw or personally know what happened. Statements from people who "heard" or "guess" what happened have little value. Second, make the statement definite and certain by answering the questions who, what, when, where, how and, if possible, why. Make it specific. For example, the words, "we", "they", or "them" tell little; name the "we's", and "they's", and "them's" and put down exactly what these people saw or did.

A statement can be either oral or written. A written or oral statement is "sworn" when the person making the statement states under oath that the statement is true. The best type of statement for legal purposes is a written, sworn statement. However, some people will freely tell you things but refuse to put them in writing. In some cases you still could be called to testify in a court-martial about such an oral statement. So, no matter what type of statement you take, be as specific as possible.

Given DA Form 3881; DA Form 2823; and the requirement to supervise the preparation of sworn or unsworn statement from a soldier under your supervision.

STANDARD: You will insure that the statement is complete and in an acceptable format IAW the measures outlined below.

PERFORMANCE MEASURES:

1. If a suspect or accused person is questioned, insure that a proper rights warning is obtained. (TASK: Obtain Voluntary Statement from Suspect or Accused Soldier is relevant here.)
2. If appropriate, insure that DA Form 3881 (Rights Warning Procedure/ Waiver Certificate) is completed properly before questioning suspect or accused person. (Figure 5010-2)
3. Insure that the statement is prepared on DA Form 2823 (Witness Statement) whenever possible.
 - No special form is required to make a statement; however, DA Form 2823 (Witness Statement) provides a handy format (figure 5010-1) which may be used for the sworn or unsworn statement of a witness. This form has no provisions for warning an individual of his or her rights since it is designed for a witness and not a suspect.
4. Insure that the statement answers the questions: Who? What? When? Where? How? And, if possible, Why?
 - a. Simply asking a witness to write down everything he or she has to say usually results in a poor quality statement. Witnesses rarely tell a complete story. The best method for taking a statement is a three-step process:
 - (1) The questioner first asks the witness to tell the whole story without interruption.

181-909-5010 (continued)

- (2) The questioner next has the witness repeat the story. This time the questioner asks questions, clarifies points in the story, and takes notes as the witness proceeds.
 - (3) The notes are then typed (or written) in the form of a statement which the witness reviews, corrects if necessary, and signs.
- b. The most serious error in taking a statement is the failure to record in the statement everything the witness says. Include all the facts that he or she gives, even if they seem unnecessary at the time. If the witness reveals new facts after the taking of the statement is completed, record these facts as a continuation of the statement or as a new statement.
5. Insure that the witness' own words and phrasing are used in the statement.
- In supervising the preparation of a statement, it is critical that you do not influence or give the appearance of influencing the make-up of the statement. The language of the witness or suspect must be used even though it may be vulgar. This insures that the writing is the witness' own statement and is not something that you or the investigating officer made up. Written statements in a narrative story form are the best. Statements may also be written in a question-and-answer format, or they may be made using both forms.
6. Insure that the statement is signed by the maker. If applicable, the statement will be sworn to in the presence of one authorized to administer oaths.
- a. Statements may be handwritten. Under DABL, if typing is necessary, this will be done at the battalion personnel administration center. Any changes made in a handwritten or typed statement should be initialed by the maker to insure that he or she knew of and made the changes and to insure that the statement is not altered without the maker's knowledge. Any statement should be signed by the maker.
 - b. You should be aware that only certain persons are authorized to administer oaths in taking a sworn statement. Article 136, UCMJ, lists who may administer oaths. Investigating officers are authorized to administer oaths as are all adjutants. Judge advocates and all persons detailed to conduct an investigation are also authorized to administer oaths. Unit commanders normally are not, unless authorized for some other reason. When in doubt, contact the legal clerk at battalion or the Staff Judge Advocate's Office.
 - c. An appropriate oath for completing the sworn statement is:

"Do you swear that the statements you have made are the truth, the whole truth and nothing but the truth?"

The officer administering this oath must sign his own name.

REFERENCES: Manual for Courts-Martial, United States, 1969 (Revised Edition), para. 140a.
FM 27-1, Legal Guide for Commanders, September 1974, paras, 2--, 7-2b (3).

181-909-5010 (continued)

[illegible]

Figure 5010-1. DA Form 2823 (Front)

181-909-5010 (continued)

STATEMENT (Continued)

AFFIDAVIT

I, _____ HAVE READ OR HAVE HAD READ TO ME THIS STATEMENT WHICH BEGINS ON PAGE 1 AND ENDS ON PAGE _____. I FULLY UNDERSTAND THE CONTENTS OF THE ENTIRE STATEMENT MADE BY ME. THE STATEMENT IS TRUE. I HAVE INITIALED ALL CORRECTIONS AND HAVE INITIALED THE BOTTOM OF EACH PAGE CONTAINING THE STATEMENT. I HAVE MADE THIS STATEMENT FREELY WITHOUT HOPE OF BENEFIT OR REWARD, WITHOUT THREAT OF PUNISHMENT, AND WITHOUT COERCION, UNLAWFUL INFLUENCE, OR UNLAWFUL INDUCEMENT.

WITNESSES:

(Signature of Person Making Statement)

Subscribed and sworn to before me, a person authorized by law to administer oaths, this _____ day of _____, 19____
at _____

ORGANIZATION OR ADDRESS

(Signature of Person Administering Oath)

(Typed Name of Person Administering Oath: _____)

ORGANIZATION OR ADDRESS

(Authority To Administer Oaths)

INITIALS OF PERSON MAKING STATEMENT

PAGE OF PAGES

☆ GPO : 1972 750-849 : 1DC1

Figure 5010-1. DA Form 2823 (Back)

181-909-5010 (continued)

RIGHTS WARNING PROCEDURE/WAIVER CERTIFICATE			
For use of this form, see AR 190-30; the proponent agency is the Deputy Chief of Staff for Personnel.			
LOCATION	DATE	TIME	FILE NUMBER
LAST NAME, FIRST NAME, MIDDLE NAME		SOCIAL SECURITY NUMBER	GRADE/STATUS

RIGHTS

The investigator whose name appears below told me that he is with the United States Army _____ and wanted to question me about the following offense(s) of which I am suspected accused: _____

Before he asked me any questions about the offense(s), however, he made it clear to me that I have the following rights:

1. I do not have to answer any questions or say anything.
2. Anything I say or do can be used as evidence against me in a criminal trial.
3. (For personnel subject to the UCMJ) I have a right to talk to a lawyer before or after questioning or have a lawyer present with me during questioning. This lawyer can be a civilian lawyer of my own choice at my own expense or a military lawyer detailed for me at no expense to me. Also, I may ask for a military lawyer of my choice by name and he will be detailed for me if his superiors determine he is reasonably available.
3. (For civilians not subject to the UCMJ) I have a right to talk to a lawyer before or after questioning or have a lawyer present with me during questioning. If I cannot afford a lawyer and want one, arrangements will be made to obtain a lawyer for me.
4. If I am now willing to discuss the offense(s) under investigations, with or without a lawyer present, I have a right to stop answering questions at any time or speak to a lawyer before answering further, even if I sign the waiver below.

WAIVER

Understanding my rights as stated above, I am now willing to discuss the offense(s) under investigation without a lawyer being present.

WITNESSES (If available):

Signature of Interviewee

Signature of investigator

Organization or address and phone

Typed name of investigator

Investigator's organization

Organization or address and phone

- ☐ I want a lawyer.
☐ I do not want to be questioned or say anything.

Signature of interviewee

ATTACH THIS WAIVER CERTIFICATE TO ANY SWORN STATEMENT (DA FORM 2823) SUBSEQUENTLY EXECUTED BY THE SUBJECT SUSPECT/ACCUSED

DA FORM 3881
JUL 72

REPLACES DA FORM 2820, 1 OCT 67, WHICH IS OBSOLETE

Figure 5010-2. DA Form 3881 (Front)

RIGHTS WARNING PROCEDURE

A. **THE WARNING**

Inform the suspect/accused of:

1. Your official position.
2. Nature of offense(s).
3. The fact that he is a suspect/accused.

Then advise the suspect/accused of his rights as follows:

"BEFORE I ASK YOU ANY QUESTIONS, YOU MUST UNDERSTAND YOUR RIGHTS."

1. YOU DO NOT HAVE TO ANSWER MY QUESTIONS OR SAY ANYTHING.
2. ANYTHING YOU SAY OR DO CAN BE USED AS EVIDENCE AGAINST YOU IN A CRIMINAL TRIAL.
3. *(FOR PERSONNEL SUBJECT TO THE UCMJ)* YOU HAVE A RIGHT TO TALK TO A LAWYER BEFORE OR AFTER QUESTIONING OR HAVE A LAWYER PRESENT WITH YOU DURING QUESTIONING. THIS LAWYER CAN BE A CIVILIAN LAWYER YOU ARRANGE FOR, AND IF NECESSARY, YOU PAY FOR, OR A MILITARY LAWYER DETAILLED FOR YOU AT NO EXPENSE TO YOU. ALSO, YOU MAY ASK FOR A MILITARY LAWYER OF YOUR CHOICE BY NAME AND HE WILL BE DETAILLED FOR YOU IF HIS SUPERIORS DETERMINE HE IS REASONABLY AVAILABLE.
3. *(FOR CIVILIANS NOT SUBJECT TO THE UCMJ)* YOU HAVE A RIGHT TO TALK TO A LAWYER BEFORE OR AFTER QUESTIONING OR HAVE A LAWYER PRESENT WITH YOU DURING QUESTIONING. IF YOU CANNOT AFFORD A LAWYER AND WANT ONE, ARRANGEMENTS WILL BE MADE TO OBTAIN A LAWYER FOR YOU.
4. IF YOU ARE NOW WILLING TO DISCUSS THE OFFENSE(S) UNDER INVESTIGATION, WITH OR WITHOUT A LAWYER PRESENT, YOU HAVE A RIGHT TO STOP ANSWERING QUESTIONS AT ANY TIME OR SPEAK TO A LAWYER BEFORE ANSWERING FURTHER, EVEN IF YOU SIGN A WAIVER CERTIFICATE.

Make certain the suspect/accused fully understands his rights.

B. **THE WAIVER**

"DO YOU WANT A LAWYER AT THIS TIME?"

(If the suspect/accused says "yes," stop the questioning until he has a lawyer). (If the suspect/accused says "no," ask him the following question).

"AT THIS TIME, ARE YOU WILLING TO DISCUSS THE OFFENSE(S) UNDER INVESTIGATION?"

(If the suspect/accused says "no," stop the interview and have him read and sign the non-waiver section of the waiver certificate on the other side of this form). (If the suspect says "yes," have him read and sign the waiver section of the waiver certificate on the other side of this form).

C. **SPECIAL INSTRUCTIONS**

WHEN SUSPECT/ACCUSED REFUSES TO SIGN WAIVER CERTIFICATE: If the suspect/accused orally waives his rights but refuses to sign the waiver certificate, you may proceed with the questioning. Make notations on the waiver certificate to the effect that he has stated that he understands his rights, does not want a lawyer, wants to discuss the offense(s) under investigation, and refuses to sign the waiver certificate.

IF WAIVER CERTIFICATE CANNOT BE COMPLETED IMMEDIATELY: In all cases the waiver certificate must be completed as soon as possible. Every effort should be made to complete the waiver certificate before any questioning begins. If the waiver certificate cannot be completed at once, as in the case of street interrogation, completion may be temporarily postponed. Notes should be kept on the circumstances.

PRIOR INCRIMINATING STATEMENTS:

(1) If the suspect/accused has made spontaneous incriminating statements before being properly advised of his rights, he should be told that statements made at that time cannot be used against him and do not obligate him to answer further questions.

NOTE: If (1) or (2) apply, the fact that the suspect/accused was advised accordingly should be noted on the waiver certificate and initialed by the suspect/accused.

181-909-5100

SUPERVISE PREPARATION OF RECORD OF PROCEEDINGS UNDER ARTICLE 15, UCMJ (DA FORM 2627)

CONDITION:

As the senior enlisted member of your unit, you have several important roles in the Article 15 process. Your commander may ask your advice about use of administration of an Article 15 in a particular case; you may be a witness; you may be questioned about Article 15 procedure by your troops; you may be requested as a spokesperson at an Article 15 hearing; and you may be asked by your commander to check the Article 15 paperwork. For all of those tasks, you must have a full understanding of the Article 15 process.

The process begins when the commander learns that a unit member has committed a crime under the UCMJ. If the facts which the commander gathers show that the soldier committed the offense, the commander will decide what kind of action to take. If nonpunitive action (counseling, extra training, a bar to reenlistment, administrative discharge, etc.) is not suited to the case, and the incident is not serious enough to send to court-martial, the commander may decide to impose Article 15 punishment. If your commander is a company grade officer, he or she will only have power to impose Article 15 punishments which are lighter than those which can be imposed by a field grade commander. So in some cases your commander will forward the action up to the next superior Article 15 authority — usually the battalion commander.

If the decision is made to consider imposing punishment by a company grade Article 15, then DA Form 2627 is the basic document. It tells you exactly what must be done and the sequence to do it in. The DA Form 2627 is the Record of Proceedings under Article 15 (see figure 5100-1). It serves as a notification of intent to proceed with nonjudicial punishment proceedings as well as recording the actions in a logical order.

Given DA Form 2627; all available supporting documentation; access to the Manual for Courts-Martial, 1969 (Rev. ed.); a copy of AR 27-10; and a situation requiring the imposition of a company grade Article 15.

STANDARD:

Insure as a minimum that -

1. The DA Form 2627 is complete and without error.
2. All documentation is forwarded to the battalion commander if an appeal is requested.
3. Supplementary actions are properly prepared, if required, and forwarded as necessary to the next higher commander.

NOTE: For the battalion operating under CABL, the procedure and knowledge of Article 15 actions remain necessary for the first sergeant. The difference under CABL is that the battalion PAC will type the DA Form 2627, and a variety of overprint DF and letters will be utilized to simplify the administrative requirements of legal action.

**PERFORMANCE
MEASURES:**

1. Insure that the notification of intent in Part I of DA Form 2627 is accurate and complete.
 - a. DA Form 2627 is typed in an original and 5 copies.

181-909-5100 (continued)

- b. The key to properly filling out the DA Form 2627 is simply to realize that the form is both a notification of intent to impose punishment as well as directions for the proper sequence of actions. The sequence moves from notification of intent to appeal. Notes on the back of the form also help in completing the form. Chapter 3 and Appendix E, AR 27-10 also have helpful guidance, and this is a basic AR on military justice.
 - c. Item 1 (figure 5100-1) contains a statement of the offense. The form specifications contained in Appendix 6c, MSM, 1969 (Rev.), should be used to draft the statement of the offense.
 - d. Item 2 (figure 5100-1) contains the advice to the service member of his or her rights. The location of legal counsel and the amount of time allowed to make a decision (usually 72 hours) must be typed in the spaces provided. This item must be dated and personally signed by the commander.
 - e. A soldier may demand trial by court-martial instead of accepting an Article 15. He or she has the right to consult a lawyer before making this decision. Consenting to Article 15 proceedings merely gives up the soldier's right to demand a trial. By consenting to an Article 15 the soldier does not admit guilt. Consent means the soldier chooses to have guilt or innocence determined by the commander rather than by a court-martial. The soldier has a right to present evidence and call reasonable available witnesses in defense, extenuation, and mitigation before the officer who is considering whether to impose punishment. The soldier also has the right to be accompanied by a spokesperson and to have the proceeding open to the public.
2. If the soldier decides to use the time provided to see counsel or make a decision about his or her rights, insure that he or she is given the sixth copy of the DA Form 2627 and continuation sheets, if any.
 3. Upon return of the soldier, insure that Items 3 through 6 have been completed and that the soldier has dated and signed the Election of Rights. (Figure 5100-2)
 4. If the "are attached hereto" box in Item 5 is checked, insure that matters in extenuation, mitigation, or defense have been attached to the DA Form 2627, and the items are listed in Part III, DA Form 2627.
 - a. Before deciding the guilt or innocence of the soldier, the commander must consider all the matters presented by the soldier. The soldier will normally present his case in the presence of the commander, where he or she has a right to present evidence, to call witnesses, and to be accompanied by a person to speak on his or her behalf. Appendix E of AR 27-10 is a guide for the hearing procedure.
 - b. After considering all the matters presented, the commander must decide if the soldier's guilt is proven beyond a reasonable doubt, and if so, whether the soldier should be punished.
 5. If the commander decides not to impose Article 15 punishment, insure that all copies of the DA Form 2627 and continuation sheets are destroyed.

181-909-5100 (continued)

6. If the commander decides to impose punishment, insure that the punishments are properly typed in Item 7 of DA Form 2627. (Figure 5100-3)
 - a. See paragraph 3-8f(2), AR 27-10, for examples of properly worded punishments. Other examples are: "Extra duties for 14 days"; "Restriction to Company A, 1st battalion for 14 days", "Written reprimand."
 - b. If the commander desires to suspend any punishment(s), the words "suspended until" followed by the date the suspension will end, is typed immediately after each punishment to be suspended.
 - c. Any written admonition or reprimand should be attached to DA Form 2627.
7. Insure that all punishments imposed are within the legal limits authorized for a company grade officer, according to Article 15, UCMJ (Table 3-1 and paragraphs 3-7 and 3-8, AR 27-10).
8. Insure that the number "15" and the title of the next superior commander are typed in the spaces provided at Item 8.
9. Insure that the date the punishments were imposed and the commander's personal signature are contained below Item 8. (Figure 5100-3).

IF THE SOLDIER DOES NOT APPEAL:

10. Insure that Item 9 is completed and signed by the soldier.
11. Insure that all copies of DA Form 2627 are distributed according to paragraph 3-15, AR 27-10, including posting the punishment according to paragraph 3-13b, if appropriate.
12. As appropriate, supervise the execution of the punishments imposed.
13. If the commander decides to take supplemental action, insure that the action is accurately reflected in Part III, DA Form 2627.
 - a. Various supplemental actions may be accomplished with the Article 15. As first sergeant you should have knowledge of military justice actions and procedures to advise the commander as he deems necessary and to insure the welfare of the troops. You must know the various supplemental actions possible under an Article 15 and the circumstances which warrant their use.
 - b. Supplemental actions under Article 15 are related to the commander's power of clemency. The commander has the power to suspend, remit, mitigate, or set aside punishment, if the commander believes such action is wise in the particular case.
 - (1) Suspension of punishment. When a punishment is suspended, all or part of the punishment is simply not put into effect for a specified time period. This results in a period in which the soldier can demonstrate good conduct and efficiency. It provides the soldier with a reason to stay out of trouble. The unexecuted part of the punishment may be suspended for a reasonable time not to exceed 6 months. The decision to suspend a reduction in grade may be made at any time within 4 months after the

181-909-5100 (continued)

reduction has been imposed. Suspension should be considered in all cases, though it is most useful in the case of a first offender. Remember that no favorable personnel actions may be taken during the period of suspension.

- (2) If, during a period of suspension, the soldier commits acts of misconduct then the suspension may be vacated (or terminated) by the commander, and the original punishment put into effect. While a formal hearing is not necessary to vacate a suspension, the soldier should, if possible, be given the opportunity to appear and rebut any unfavorable information upon which the proposed vacation is based.
 - (3) Mitigation of the sentence. When a soldier has shown by good conduct that he or she merits a decrease in punishment, the punishment may be mitigated (or reduced). For example, 14 days extra duty may be reduced to 7 days, or a forfeiture of pay may be reduced to a detention. Mitigation relates only to unexecuted punishment except that a reduction in grade may be mitigated to a forfeiture or detention of pay even though it has been executed.
 - (4) Remission of the sentence. Remission simply means the cancellation of the unserved portion of the sentence.
 - (5) Setting aside of the action. When it is clear that an injustice has been done, the action is set aside and all rights and privileges are returned. This type of action would be appropriate when, for example, new evidence or information indicates that the soldier was innocent.
- c. Any action relating to suspensions, mitigations, remission or setting aside taken by other than the appeal authority, will be recorded in Part III of the DA Form 2627. This includes any supplemental action taken by the commander during the appeal process. The action is recorded in accordance with notes 10 and 11 on the back of the form. If there is not enough space to complete the action in Part III, then a continuation sheet may be used. (Figures 5100-4, 5100-5)
 - d. When the supplemental action is taken after the Article 15 action has been completed, a separate DA Form 2627 will be used. On this new form only the heading and Part III need be filled out.

IF THE SOLDIER APPEALS:

14. Insure that, if appropriate, any punishments of correctional custody, extra duties or restriction are stayed (not executed) until the appeal is acted upon.
 - a. Every soldier who receives an Article 15 has the right to appeal. The appeal may urge that the soldier did not commit the offense or that the punishment is too severe. You should be aware of this basic right and the general procedure which an appeal follows. When the commander announces the punishment, the soldier is asked whether he or she desires to appeal. The soldier has three options: he or she can decide not to appeal; he or she can appeal without submitting additional matters; or he or she can appeal and submit additional matters for consideration by the appeal authority.

181-909-5100 (continued)

- (1) If the soldier elects one of the first two options, Item 9, Part II, of DA Form 2627 is completed. If the soldier does not appeal, the punishments can be carried out on the date they are imposed. If the soldier appeals promptly, the execution of any punishments of correctional custody, extra duty or restriction (that is, punishments involving deprivation of liberty) will be stayed until the appeal is acted upon.
 - (2) If the soldier elects the third option (appeal and submit additional matters), Item 9 is not completed, and the soldier is given a 3-day period for preparing and submitting the additional matters for consideration. During this period, the execution of the punishments involving deprivation of liberty will be stayed. When the additional matters are submitted or the soldier decides to appeal without submitting additional matters, Item 9 is completed, and the appeal is forwarded for action. However, if the soldier does submit the appeal (and any additional matters) within the 3-day period, all punishments are executed even if the soldier later submits the appeal within a "reasonable" time.
 - (3) While there is not a hard and fast rule which defines "reasonable" time, 15 days is considered "reasonable" unless some extraordinary circumstances exist. Thus under normal circumstances, a soldier can appeal anytime within this 15-day period — even if he or she did not appeal within the 3-day period or even if the soldier originally said that he or she did not desire to appeal.
15. If your commander wants to take favorable action on the appeal before it is forwarded, obtain the action which the commander desires to take. Then go to performance measure 16. If no action is taken, go to performance measure 19.
 16. Insure that the commander's supplemental action is accurately reflected in Part III, DA Form 2627, (see performance measure 13) and personally signed by the commander.
 17. Notify the soldier of the action taken and determine whether, in view of the action taken, the soldier decides to voluntarily withdraw the appeal. If so, go to performance measure 18. If not, go to performance measure 19.
 18. Insure that the following is typed in Part III, DA Form 2627, and signed by the soldier: "In view of the action taken, I voluntarily withdraw my appeal." Then go to performance measure 22.
 19. Determine if the commander desires to attach any statement in rebuttal to the appeal and, if so, insure that it is signed and included with DA Form 2627.
 20. Insure that DA Form 2627 and all allied documents are forwarded to the next superior authority who is to act on the appeal. The next higher commander can grant the appeal, deny the appeal, or grant the appeal in part. He can suspend, mitigate, remit or set aside the punishment. He cannot increase the original punishment.
 21. Upon return of the DA Form 2627, call in the soldier, notify him or her of the action taken and secure his or her acknowledgment.

SKILL LEVEL 5

181-909-5100 (continued)

—The action taken by the appeal authority is recorded in Item 11 of DA Form 2627, and this action is acknowledged by the soldier in Item 12. (Figure 5100-6).

22. Insure that all copies of DA Form 2627 are distributed according to paragraph 3-15, AR 27-10, including posting the punishment according to 3-13b, if appropriate.
23. Supervise, if appropriate, the execution of any remaining unexecuted punishments including any punishments which were stayed pending action on the appeal.

REFERENCES: Manual for Courts-Martial, United States, 1969 (Revised Edition), Chapter XXVI, Appendix 6.
FM 27-1, Legal Guide for Commanders, September 1974, Chapter 3.
FM 27-14, Legal Guide for the Soldier, March 1973, Chapter 5, Appendix A.
TEC Lesson 909-071-0045-F, Punishment under UCMJ.

181-909-5100 (continued)

RECORD OF PROCEEDINGS UNDER ARTICLE 15, UCMJ For use of this form, see AR 27-10, the proponent agency is Office of The Judge Advocate General 1/			
Name and grade HORSE, Hamilton H. Jr. PFC	SSN 426-78-1969	Unit Co A, 12th Maint Bn, 12th Inf Div. Ft Jones, GA	Pay (Basic & Sea/Firefight)
PART I - INITIAL ACTION			
1. I am considering whether you should be punished under Article 15, UCMJ, for the following misconduct ² It has been reported that you, at Fort Jones, Georgia, on or about 6 June 1977, were disrespectful in language toward First Sergeant Ralph H. Whitewail, your superior noncommissioned officer, who was then in the execution of his office, by saying to him, "You are a hog-headed dog-face," or words to that effect.			
2. You have several rights under this Article 15 procedure. First, I want you to understand that I have not yet made a decision whether or not you will be punished, and I will not impose any punishment unless I am convinced beyond a reasonable doubt that you committed the offense. You may ordinarily have a public hearing before me. You may bring a spokesman on your behalf. You may present witnesses and other evidence to show why you shouldn't be punished at all (matters in defense) or why punishment should be very light (matters in extenuation and mitigation). I shall consider everything you present before deciding whether I will impose punishment or the type and amount of punishment I will impose. You are not required to make any statements at all, but if you do, they may be used against you in this Article 15 or in a trial by court-martial. If you do not want me to dispose of this report of misconduct under Article 15 you have the right to demand trial by court-martial instead. ^{3/} In deciding what you want to do you have the right to consult with a lawyer located at _____. You now have _____ hours to decide what you want to do. ^{4/}			
Date and time	Name, grade and organization of commander CHARLES L. COLSON, CPT, Co A, 12th Maint Bn		Signature
3. Trial by court-martial ☐ is ☐ is not demanded ^{5/} 4. A spokesman ☐ will ☐ will not accompany me ⁶ 5. Matters in defense and/or extenuation ☐ are not presented ☐ are attached hereto ☐ will be presented in person ⁷ 6. An open hearing ☐ is ☐ is not requested. ^{8/}			
Date	Name and grade of service member		Signature
7. I have considered all matters presented in defense and/or extenuation and mitigation ⁶ The following punishment(s) (is) (are) imposed: ^{7/}			
8. You are advised of your right to appeal this punishment within _____ days to _____ the next superior authority.			
Date	Name, grade and organization of commander		Signature
PART II - APPELLATE ACTION			
9. ☐ I do not appeal. ☐ I appeal and do not submit matters for consideration by the next superior authority. ⁸ ☐ I appeal and submit the matter attached hereto for consideration by the next superior authority. ^{9/}			
Date	Name and grade of service member		Signature
10. I have considered the appeal and it is my opinion that: ^{2/}			
Date	Name and grade of judge advocate		Signature of judge advocate
11. After consideration of all matters presented in appeal, the appeal is ☐ Denied ☐ Granted ☐ Granted in part as follows ⁵			
Date	Name, grade and position		Signature
12. I have seen the action taken on my appeal:			
Date	Name and grade of service member		Signature
PART III - ATTACHMENTS AND/OR COMMENTS 10/ 11/			

DA FORM 2627
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Figure 5100-1
Sample Notification Section

181-909-5100 (continued)

RECORD OF PROCEEDINGS UNDER ARTICLE 15, UCMJ For use of this form, see AR 27-10; the proponent agency is Office of The Judge Advocate General. 1/															
Name and grade HORSE, Hamilton H. Jr. PFC	SSN 426-78-1969	Unit Co A, 12th Maint Bn, 12th Inf Div, Ft Jones, GA	Pay (Basic & Sea/Foreign) \$390.30												
PART I - INITIAL ACTION 30312															
1. I am considering whether you should be punished under Article 15, UCMJ, for the following misconduct: 2/ It has been reported that you, at Fort Jones, Georgia, on or about 6 June 1977, were disrespectful in language toward First Sergeant Ralph H. Whitewail, your superior noncommissioned officer, who was then in the execution of his office, by saying to him, "You are a hog-headed dog-face," or words to that effect. 2. You have several rights under this Article 15 procedure. First, I want you to understand that I have not yet made a decision whether or not you will be punished, and I will not impose any punishment unless I am convinced beyond a reasonable doubt that you committed the offense. You may ordinarily have a public hearing before me. You may bring a spokesman on your behalf. You may present witnesses and other evidence to show why you shouldn't be punished at all (matters in defense) or why punishment should be very light (matters in extenuation and mitigation). I shall consider everything you present before deciding whether I will impose punishment or the type and amount of punishment I will impose. You are not required to make any statements at all, but if you do, they may be used against you in this Article 15 or in a trial by court-martial. If you do not want me to dispose of this report of misconduct under Article 15 you have the right to demand trial by court-martial instead. 3/ In deciding what you want to do you have the right to consult with a lawyer located at Bldg 3285, Ft Jones, GA. 4/ You now have 72 hours to decide what you want to do. 5/ <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 20%; padding: 5px;">Date and time 7 Jun 77 / 0915</td> <td style="width: 50%; padding: 5px;">Name, grade and organization of commander CHARLES L. COLSON, CPT, Co A, 12th Maint Bn</td> <td style="width: 30%; padding: 5px;">Signature <i>Charles L. Colson</i></td> </tr> </table> 3. Trial by court-martial ☐ is ☒ is not demanded. 6/ 4. A spokesman ☐ will ☒ will not accompany me. 7/ 5. Matters in defense and/or extenuation: ☒ are not presented ☐ are attached hereto ☐ will be presented in person. 8/ 6. An open hearing ☐ is ☒ is not requested. 9/ <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 20%; padding: 5px;">Date 9 Jun 1977</td> <td style="width: 50%; padding: 5px;">Name and grade of service member HAMILTON H. HORSE, JR., PFC</td> <td style="width: 30%; padding: 5px;">Signature <i>Hamilton H. Horse Jr</i></td> </tr> </table> 7. I have considered all matters presented in defense and/or extenuation and mitigation. 10/ The following punishment(s) (is) (are) imposed: 11/ 8. You are advised of your right to appeal this punishment within _____ days to _____, the next superior authority. <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 20%; padding: 5px;">Date</td> <td style="width: 50%; padding: 5px;">Name, grade and organization of commander</td> <td style="width: 30%; padding: 5px;">Signature</td> </tr> </table>				Date and time 7 Jun 77 / 0915	Name, grade and organization of commander CHARLES L. COLSON, CPT, Co A, 12th Maint Bn	Signature <i>Charles L. Colson</i>	Date 9 Jun 1977	Name and grade of service member HAMILTON H. HORSE, JR., PFC	Signature <i>Hamilton H. Horse Jr</i>	Date	Name, grade and organization of commander	Signature			
Date and time 7 Jun 77 / 0915	Name, grade and organization of commander CHARLES L. COLSON, CPT, Co A, 12th Maint Bn	Signature <i>Charles L. Colson</i>													
Date 9 Jun 1977	Name and grade of service member HAMILTON H. HORSE, JR., PFC	Signature <i>Hamilton H. Horse Jr</i>													
Date	Name, grade and organization of commander	Signature													
PART II - APPELLATE ACTION															
9. ☐ I do not appeal. ☐ I appeal and do not submit matters for consideration by the next superior authority. 12/ ☐ I appeal and submit the matter attached hereto for consideration by the next superior authority. 13/ <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 20%; padding: 5px;">Date</td> <td style="width: 50%; padding: 5px;">Name and grade of service member</td> <td style="width: 30%; padding: 5px;">Signature</td> </tr> </table> 10. I have considered the appeal and it is my opinion that: 14/ <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 20%; padding: 5px;">Date</td> <td style="width: 50%; padding: 5px;">Name and grade of judge advocate</td> <td style="width: 30%; padding: 5px;">Signature of judge advocate</td> </tr> </table> 11. After consideration of all matters presented in appeal, the appeal is ☐ Denied ☐ Granted ☐ Granted in part as follows: 15/ <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 20%; padding: 5px;">Date</td> <td style="width: 50%; padding: 5px;">Name, grade and position</td> <td style="width: 30%; padding: 5px;">Signature</td> </tr> </table> 12. I have seen the action taken on my appeal. <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 20%; padding: 5px;">Date</td> <td style="width: 50%; padding: 5px;">Name and grade of service member</td> <td style="width: 30%; padding: 5px;">Signature</td> </tr> </table>				Date	Name and grade of service member	Signature	Date	Name and grade of judge advocate	Signature of judge advocate	Date	Name, grade and position	Signature	Date	Name and grade of service member	Signature
Date	Name and grade of service member	Signature													
Date	Name and grade of judge advocate	Signature of judge advocate													
Date	Name, grade and position	Signature													
Date	Name and grade of service member	Signature													
PART III - ATTACHMENTS AND/OR COMMENTS 10/ 11/															

DA FORM 2627
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Figure 5100-2
Sample Election of Rights Section

181-909-5100 (continued)

RECORD OF PROCEEDINGS UNDER ARTICLE 15, UCMJ For use of this form, see AR 27-10; the proponent agency is Office of The Judge Advocate General. 1/			
Name and grade HORSE, Hamilton H. Jr. PFC	SSN 426-78-1969	Unit Co A, 12th Maint Bn, 12th Inf Div, Ft Jones, GA	Pay (Basic & Sea/Foreign) \$390.30
PART I - INITIAL ACTION 30312			
1. I am considering whether you should be punished under Article 15, UCMJ, for the following misconduct: 2/ It has been reported that you, at Fort Jones, Georgia, on or about 6 June 1977, were disrespectful in language toward First Sergeant Ralph H. Whitewail, your superior noncommissioned officer, who was then in the execution of his office, by saying to him, "You are a hog-headed dog-face," or words to that effect.			
2. You have several rights under this Article 15 procedure. First, I want you to understand that I have not yet made a decision whether or not you will be punished, and I will not impose any punishment unless I am convinced beyond a reasonable doubt that you committed the offense. You may ordinarily have a public hearing before me. You may bring a spokesman on your behalf. You may present witnesses and other evidence to show why you shouldn't be punished at all (matters in defense) or why punishment should be very light (matters in extenuation and mitigation). I shall consider everything you present before deciding whether I will impose punishment or the type and amount of punishment I will impose. You are not required to make any statements at all, but if you do, they may be used against you in this Article 15 or in a trial by court-martial. If you do not want me to dispose of this report of misconduct under Article 15 you have the right to demand trial by court-martial instead. 3/ In deciding what you want to do you have the right to consult with a lawyer located at Bldg 3285, Ft Jones, GA. 4/ You now have 72 hours to decide what you want to do. 4/			
Date and time 7 June 77 0915	Name, grade and organization of commander CHARLES L. COLSON, CPT, Co A, 12th Maint Bn		Signature <i>Charles L. Colson</i>
3. Trial by court-martial ☐ is ☒ is not demanded. 5/ 4. A spokesman ☐ will ☒ will not accompany me. 5/ 5. Matters in defense and/or extenuation: ☒ are not presented ☐ are attached hereto ☐ will be presented in person. 5/ 6. An open hearing ☐ is ☒ is not requested. 5/			
Date 9 June 1977	Name and grade of service member HAMILTON H. HORSE, JR., PFC		Signature <i>Hamilton H. Horse, Jr.</i>
7. I have considered all matters presented in defense and/or extenuation and mitigation. 5/ The following punishment(s) (is) (are) imposed: 2/ Reduction to the grade of Private E2 Forfeiture of \$90.00 suspended until 8 December 1977 Extra duties for 14 days Restriction to company area for 14 days			
8. You are advised of your right to appeal this punishment within 15 days to CDR, 12th Maint Bn, 12th Inf Div., the next superior authority.			
Date 9 June 77	Name, grade and organization of commander CHARLES L. COLSON, CPT, Co A, 12th Maint Bn		Signature <i>Charles L. Colson</i>
PART II - APPELLATE ACTION			
9. ☐ I do not appeal. ☐ I appeal and do not submit matters for consideration by the next superior authority. 8/ ☐ I appeal and submit the matter attached hereto for consideration by the next superior authority. 8/			
Date	Name and grade of service member		Signature
10. I have considered the appeal and it is my opinion that: 2/ 			
Date	Name and grade of judge advocate		Signature of judge advocate
11. After consideration of all matters presented in appeal, the appeal is ☐ Denied ☐ Granted ☐ Granted in part as follows: 5/ 			
Date	Name, grade and position		Signature
12. I have seen the action taken on my appeal.			
Date	Name and grade of service member		Signature
PART III - ATTACHMENTS AND/OR COMMENTS 10/ 11/			

DA FORM 2627
1 NOV 73Figure 5100-3
Sample Punishments Section

181-909-5100 (continued)

RECORD OF PROCEEDINGS UNDER ARTICLE 15, UCMJ For use of this form, see AR 27-10; the proponent agency is Office of The Judge Advocate General: 1/			
Name and grade	SSN	Unit	Pay (Basic & Sea/Foreign)
JONES, Samuel E. PFC	111-01-1250	Co C, 12th Maint Bn, 12th Inf Div, Ft Jones, GA	\$355.80
PART I - INITIAL ACTION 30312			
1. I am considering whether you should be punished under Article 15, UCMJ, for the following misconduct: 2/			
2. You have several rights under this Article 15 procedure. First, I want you to understand that I have not yet made a decision whether or not you will be punished, and I will not impose any punishment unless I am convinced beyond a reasonable doubt that you committed the offense. You may ordinarily have a public hearing before me. You may bring a spokesman on your behalf. You may present witnesses and other evidence to show why you shouldn't be punished at all (matters in defense) or why punishment should be very light (matters in extenuation and mitigation). I shall consider everything you present before deciding whether I will impose punishment or the type and amount of punishment I will impose. You are not required to make any statements at all, but if you do, they may be used against you in this Article 15 or in a trial by court-martial. If you do not want me to dispose of this report of misconduct under Article 15 you have the right to demand trial by court-martial instead. 3/ In deciding what you want to do you have the right to consult with a lawyer located at _____ You now have _____ hours to decide what you want to do. 4/			
Date and time	Name, grade and organization of commander		Signature
3. Trial by court-martial ☐ is ☐ is not demanded. 5/ 4. A spokesman ☐ will ☐ will not accompany me. 5/			
5. Matters in defense and/or extenuation: ☐ are not presented ☐ are attached hereto ☐ will be presented in person. 5/			
6. An open hearing ☐ is ☐ is not requested. 5/			
Date	Name and grade of service member		Signature
7. I have considered all matters presented in defense and/or extenuation and mitigation. 6/ The following punishment(s) (is) (are) imposed: 7/			
8. You are advised of your right to appeal this punishment within _____ days to _____, the next superior authority.			
Date	Name, grade and organization of commander		Signature
PART II - APPELLATE ACTION			
9. ☐ I do not appeal. ☐ I appeal and do not submit matters for consideration by the next superior authority. 8/			
☐ I appeal and submit the matter attached hereto for consideration by the next superior authority. 8/			
Date	Name and grade of service member		Signature
10. I have considered the appeal and it is my opinion that: 2/			
Date	Name and grade of judge advocate		Signature of judge advocate
11. After consideration of all matters presented in appeal, the appeal is ☐ Denied ☐ Granted ☐ Granted in part as follows: 5/			
Date	Name, grade and position		Signature
12. I have seen the action taken on my appeal.			
Date	Name and grade of service member		Signature
PART III - ATTACHMENTS AND/OR COMMENTS 10/ 11/			
On 12 November 1977, the punishment of forfeiture of \$75.00 imposed on 1 September 1977 was suspended until 11 March 1978, at which time, unless the suspension is sooner vacated, the unexecuted portion of the punishment will be remitted without further action, by my order, the officer who imposed the punishment. D. D. LYONS, LTC, OD			

Figure 5100-4
Sample Supplemental Action: Suspension

181-909-5100 (continued)

RECORD OF PROCEEDINGS UNDER ARTICLE 15, UCMJ For use of this form, see AR 27-10; the proponent agency is Office of The Judge Advocate General. L/			
Name and grade	SSN	Unit	Pay (Basic & Sea/Foreign)
SMITH, Frank M. PFC	499-99-109	Unit Co B, 12th. Maint Bn, 12th Inf Div. Ft Jones, GA	\$355.80
PART I - INITIAL ACTION 30312			
1. I am considering whether you should be punished under Article 15, UCMJ, for the following misconduct: L/ 			
2. You have several rights under this Article 15 procedure. First, I want you to understand that I have not yet made a decision whether or not you will be punished, and I will not impose any punishment unless I am convinced beyond a reasonable doubt that you committed the offense. You may ordinarily have a public hearing before me. You may bring a spokesman on your behalf. You may present witnesses and other evidence to show why you shouldn't be punished at all (matters in defense) or why punishment should be very light (matters in extenuation and mitigation). I shall consider everything you present before deciding whether I will impose punishment or the type and amount of punishment I will impose. You are not required to make any statements at all, but if you do, they may be used against you in this Article 15 or in a trial by court-martial. If you do not want me to dispose of this report of misconduct under Article 15 you have the right to demand trial by court-martial instead. L/ In deciding what you want to do you have the right to consult with a lawyer located at _____ You now have _____ hours to decide what you want to do. L/			
Date and time	Name, grade and organization of commander		Signature
3. Trial by court-martial ☐ is ☐ is not demanded. L/ 4. A spokesman ☐ will ☐ will not accompany me. L/ 5. Matters in defense and/or extenuation: ☐ are not presented ☐ are attached hereto ☐ will be presented in person. L/ 6. An open hearing ☐ is ☐ is not requested. L/			
Date	Name and grade of service member		Signature
7. I have considered all matters presented in defense and/or extenuation and mitigation. L/ The following punishment(s) (is) (are) imposed: L/ 			
8. You are advised of your right to appeal this punishment within _____ days to _____ the next superior authority.			
Date	Name, grade and organization of commander		Signature
PART II - APPELLATE ACTION			
9. ☐ I do not appeal. ☐ I appeal and do not submit matters for consideration by the next superior authority. L/ ☐ I appeal and submit the matter attached hereto for consideration by the next superior authority. L/			
Date	Name and grade of service member		Signature
10. I have considered the appeal and it is my opinion that: L/ 			
Date	Name and grade of judge advocate		Signature of judge advocate
11. After consideration of all matters presented in appeal, the appeal is ☐ Denied ☐ Granted ☐ Granted in part as follows: L/ 			
Date	Name, grade and position		Signature
12. I have seen the action taken on my appeal.			
Date	Name and grade of service member		Signature
PART III - ATTACHMENTS AND/OR COMMENTS 10/ 11/			
The suspension of the punishment of reduction to the grade of Private E1 imposed against PFC Frank M. Smith, Company B, 12th Maintenance Battalion, 12th Infantry Division on 12 September 1977 and suspended until 11 January 1978 is hereby vacated. The unexecuted portion of the punishment will be duly executed. D. D. LYONS, LTC, OD			

Figure 5100-5
Sample Supplemental Action: Vaction of Suspension

181-909-5100 (continued)

RECORD OF PROCEEDINGS UNDER ARTICLE 15, UCMJ For use of this form, see AR 27-10; the proponent agency is Office of The Judge Advocate General. U/			
Name and grade HORSE, Hamilton H. Jr. PFC	SSN 426-78-1969	Unit Co A, 12th Maint Bn, 12th Inf Div, Ft Jones, GA	Pay (Basic & Sea/Foreign) \$390.30
PART I - INITIAL ACTION 30312			
1. I am considering whether you should be punished under Article 15, UCMJ, for the following misconduct: <u>U/</u> It has been reported that you, at Fort Jones, Georgia, on or about 6 June 1977, were disrespectful in language toward First Sergeant Ralph H. Whitewail, your superior noncommissioned officer, who was then in the execution of his office, by saying to him, "You are a hog-headed dog-face," or words to that effect.			
2. You have several rights under this Article 15 procedure. First, I want you to understand that I have not yet made a decision whether or not you will be punished, and I will not impose any punishment unless I am convinced beyond a reasonable doubt that you committed the offense. You may ordinarily have a public hearing before me. You may bring a spokesman on your behalf. You may present witnesses and other evidence to show why you shouldn't be punished at all (matters in defense) or why punishment should be very light (matters in extenuation and mitigation). I shall consider everything you present before deciding whether I will impose punishment or the type and amount of punishment I will impose. You are not required to make any statements at all, but if you do, they may be used against you in this Article 15 or in a trial by court-martial. If you do not want me to dispose of this report of misconduct under Article 15 you have the right to demand trial by court-martial instead. <u>U/</u> In deciding what you want to do you have the right to consult with a lawyer located at <u>Bldg 3285, Ft Jones, GA</u> . You now have <u>72</u> hours to decide what you want to do. <u>U/</u>			
Date and time <u>7 June 77/0915</u>	Name, grade and organization of commander CHARLES L. COLSON, CPT, Co A, 12th Maint Bn		Signature <i>Charles L. Colson</i>
3. Trial by court-martial ☐ is ☒ is not demanded. <u>U/</u> 4. A spokesman ☐ will ☒ will not accompany me. <u>U/</u> 5. Matters in defense and/or extenuation: ☒ are not presented ☐ are attached hereto ☐ will be presented in person. <u>U/</u> 6. An open hearing ☐ is ☒ is not requested. <u>U/</u>			
Date <u>9 June 1977</u>	Name and grade of service member HAMILTON H. HORSE, JR., PFC		Signature <i>Hamilton H. Horse Jr</i>
7. I have considered all matters presented in defense and/or extenuation and mitigation. <u>U/</u> The following punishment(s) (is) (are) imposed: <u>U/</u> Reduction to the grade of Private E2 Forfeiture of \$90.00 suspended until 8 December 1977 Extra duties for 14 days Restriction to company area for 14 days			
8. You are advised of your right to appeal this punishment within <u>15</u> days to <u>CDR, 12th Maint Bn, 12th Inf Div.</u> , the next superior authority.			
Date <u>9 June 77</u>	Name, grade and organization of commander CHARLES L. COLSON, CPT, Co A, 12th Maint Bn		Signature <i>Charles L. Colson</i>
PART II - APPELLATE ACTION			
9. ☐ I do not appeal. ☒ I appeal and do not submit matters for consideration by the next superior authority. <u>U/</u> ☐ I appeal and submit the matter attached hereto for consideration by the next superior authority. <u>U/</u>			
Date <u>9 June 1977</u>	Name and grade of service member HAMILTON H. HORSE, JR. PV2		Signature <i>Hamilton H. Horse Jr</i>
10. I have considered the appeal and it is my opinion that: <u>U/</u> 			
Date	Name and grade of judge advocate		Signature of judge advocate
11. After consideration of all matters presented in appeal, the appeal is ☐ Denied ☐ Granted ☐ Granted in part as follows: <u>U/</u> The punishment of reduction to the grade of Private E2 is suspended until 8 December 1978, at which time, unless the suspension is sooner vacated, the unexecuted portion of the punishment will be remitted without further action.			
Date <u>12 June 1977</u>	Name, grade and position D. D. LYONS, LTC, 12th Maint Bn		Signature <i>DD Lyons</i>
Date <u>13 June 1977</u>	Name and grade of service member HAMILTON H. HORSE, JR., PFC		Signature <i>Hamilton H. Horse Jr</i>
PART III - ATTACHMENTS AND/OR COMMENTS 10/ 11/			

DA FORM 1 NOV 73 2627

Figure 5100-6
Sample Appellate Action

071-332-5050

MONITOR OPERATIONS/MOVEMENTS OF SUBORDINATE UNITS

CONDITION: During battalion combat operations, CPX, FTX, contingency in peacetime, given a copy of the OPORD, frag order, or movement order that designates the operation/movement; overlay or graph showing the scheme of maneuver/route of movement, phase line, and critical points; a map; a watch; and AM/FM radio(s).

STANDARD: As a minimum:

1. Continuously monitor tactical operation/movement from initiation to completion.
2. Advise units of corrective actions when major deviations from the OPORD/movement order occur.
3. Implement supporting action for subordinate units/elements that require assistance.

**PERFORMANCE
MEASURES:**

1. The primary functions of the S3 sections at the battalion level are monitoring and coordinating operations and movements of subordinate units. The S3 section presents to the commander the current operation estimate of the situation and recommendations for the employment of organic, assigned, attached, and supporting combat and combat support units. The S3 section uses information provided by subordinate units, staff sections, and other tactical operation elements and insures the dissemination of this information to other sections of the command post.
2. The S3 section.
 - a. Maintains information on the status of subordinate units reporting directly to the battalion. The S3 section maintains only essential information required to insure control, e.g., knowledge of capabilities, commitment, availability, and effectiveness of subordinate units.
 - b. Maintains information on the current status of barriers and obstacles. The location and extent of artificial and natural barriers, obstacles, and gaps are displayed in the command post. This information is provided by the S2, and supporting engineers. The S3 section receives reports of changes from subordinate units as they occur and provides the information to other command post (CP) elements.
 - c. Maintains information on the current friendly situation. The S3 section is the focal point within the battalion CP for information on the current friendly situation. The information is shown graphically on the friendly portion of the situation map. This information is maintained and displayed for use by all CP elements. The S3 section also portrays the latest information on the operation, to include boundaries, control measures, objectives, and location of all units.

SKILL LEVEL 5

071-332-5050 (continued)

- d. Disseminates orders and information and monitors execution to insure compliance with the commander's concept and decisions. The S3 section disseminates orders and instructions directly to combat and combat support units.
- e. Disseminates the commander's decisions, guidance, priorities, and allocation of resources. The S3 section disseminates to other CP elements the commander's decisions and guidance concerning conduct of the current operation and the establishment of priorities and allocation of resources. The extent to which the S3 section may act on its own initiative is prescribed by the commander.
- f. Coordinates requirements for movement of combat and combat support units. Movements of combat and combat support units in the battalion operational area are coordinated with the S4. He supports movements in accordance with priorities recommended by the S3 section.
- g. Prepares the maneuver portion of fragmentary operation orders. The S3 section, in close coordination with the S2 section, prepares portions of orders pertaining to the combat elements of the battalion. Other staff sections are provided this information to insure coordination of the combat support portion of orders.
- h. Recommends the employment of organic, attached, or supporting combat and combat support resources. Recommendations are based on advice and recommendations from other battalion sections, liaison representatives in the command post, and subordinate unit commanders. Before it submits the recommendations, the S3 section coordinates to insure feasibility, availability of required combat support and combat service support, and interchange of information.

REFERENCES:

FM 7-20, The Infantry Battalion (Infantry, Airborne, Air Assault, Ranger), (chap 3, pages 3-13 thru 3-15).

FM 101-5, Staff Officer's Field Manual, Staff Organizational and Procedure, (app J, pages J-4 and J-5, para J-15)

093-425-5008

REVIEW UNIT MANNING REPORT

- CONDITION:** Review Unit Manning Report, Use Volume 1, SIDPERS User Manual.
- STANDARD:** As a minimum, make sure that the corrected report verifies the following data elements IAW Procedure 4-25, Volume I, SIDPERS User Manual.
- PERFORMANCE MEASURES:**
1. Paragraph and line number to which the individual is assigned is correct.
 2. The Duty MOS has been reported for each individual.
 3. The Duty MOS and additional skills identifier has been reported for the individual.
 4. The nuclear position indicator to a specific position when applicable.
 5. There is no status change on individuals reported as 9990 through 9999.
 6. The name, grade, social security number, primary MOS code, expiration of term of service for enlisted personnel (ETS), expiration service agreement (ESA) for officer personnel, anticipated loss data, and date of rank for each individual appearing on the roster is correct.
- REFERENCES:** DA Pam 600-8-1, Standard Installation/Division Personnel System (SIDPERS) Unit Level Procedures

REVIEW MARK SENSE FORMS

CONDITION: Review completed SIDPERS mark sense forms which show personnel changes. Use Volume I, SIDPERS User Manual.

STANDARD: Make sure that data elements in the control data area and action data area are marked on the form correctly. These data elements are:

1. Date.
2. Transaction Mnemonic.
3. Individual's name.
4. Individual's social security number.
5. Your originator code.

Data elements in the action data area must be IAW the Transaction Procedure, Volume I, SIDPERS User Manual.

**PERFORMANCE
MEASURES:**

1. Print letters and numbers in each box. Exceptions are:
 - a. Underline the letter Q.
 - b. Slash through the number ~~Ø~~.
 - c. Place bold lines on the top and bottom of the letter **I**.
 - d. Mark through the center of the letter ~~Z~~.
 - e. Print the number TWO as 2.
2. The date is always written year-month-day in two digits for each - 2 April 1976 would be 76 04 02.
3. The correct transaction mnemonic is found in simplified tables in Procedure 1, Volume I, SIDPERS User Manual, and is marked with a letter code.
4. The first five letters of the last name are written in the name box. If the name has less than five letters, leave one blank box after the last name and write as many letters of the first name as possible.
5. The social security account number (SSAN) is written in the nine boxes provided for it.
6. Originator code is a two number code. These codes are available from your SIDPERS Interface Branch (SIB).
7. The action data area data elements are found in each transaction procedure. The procedure is identified by transaction in the tables provided in Procedure 2-1 of the SIDPERS User Manual.
8. Special punctuation is needed in the action data area. A slash (/) is required between data elements and each transaction requires a period at the end.

093-425-5009 (continued)

9. Each character entered in a box, including periods and slashes, must be marked in the sense block with a Number 2 pencil IAW instructions on each form.
10. Detailed instructions are in chapter 2 and in the applicable transaction procedure, Volume I, SIDPERS User Manual.

REFERENCES: DA Pam 600-8-1, Standard Installation/Division Personnel System, (SIDPERS) Unit Level Procedures

093-425-5011

REVIEW DA FORM 31, REQUEST AND AUTHORITY FOR LEAVE

CONDITION: Review DA Form 31. Use AR 630-5. If you do not have access to a Personnel Administration Center (PAC) fill in blocks 5 and 15 through 20.

STANDARD: Make sure DA Form 31 is used for all categories of leave and not for administrative absences or passes. Once you have all the data you need, fill in the proper blocks correctly within 30 minutes (See fig 5011-1).

PERFORMANCE MEASURES: 1. Verify that DA Form 31 is complete and correct. Use the following checklist and correct any errors you find.

NOTE: The soldier applying for leave has filled out blocks 1 thru 4 and 6 thru 14, so you only double check these.

- a. Block 1. Last name, first name, and middle initials (include any suffixes).
- b. Block 2. SSAN.
- c. Block 3. Pay grade only such as E3, E6, O2, O4.
- d. Block 4. Date as day, month, and year; this is the day the form is being completed.
- e. Block 5. The soldier skips this. (See Performance Measure 2a).
- f. Block 6. Organization, station, and unit's telephone number, including area code.
- g. Block 7. X in the proper leave.
- h. Block 8. Date the individual intends to leave the parent organization. In block 8b, enter date of the last of leave. The day after the last day of leave is the first day of duty.
- i. Block 9. Total number of days of chargeable leave to be taken. This total does not include the date on which the individual intends to report for duty.
- j. Block 10. Number of days of accrued leave credited to the soldier's account at the time of request, or adjusted leave balance if any leave was taken during the preceding months (this information is in block 33 of the individual's current leave and earning statements).
- k. Block 11. Number of days advance leave requested or N/A.
- l. Block 12. Number of days excess leave requested or N/A.
- m. Block 13. Complete leave address.
- n. Block 14. The soldier's payroll signature to indicate that the information is correct to the best of the soldier's knowledge.

093-425-5011 (continued)

REQUEST AND AUTHORITY FOR LEAVE				
For use of this form, see AR 630-5, the proponent agency is US Army Military Personnel Center (See instructions on Reverse)				
PART - I				
1 NAME (Last, First, Middle) Doe, John E.	2 SOCIAL SECURITY NO 245-66-1234	3 PAY GRADE E5	4 DATE	5 CONTROL NO
6 ORGANIZATION AND STATION Company A 1st Bn MMCS RSA, AL 35879	7 TYPE OF ABSENCE ☒ ORDINARY LEAVE ☐ OTHER (Specify)		8 DATES a FROM 2 Sep 80 b TO 5 Sep 80	
	9 NO OF DAYS LEAVE 3	10 NO OF DAYS ACCRUED LEAVE 23	11 NO OF DAYS ADVANCED LEAVE	12 NO OF DAYS EXCESS LEAVE
	13 LEAVE ADDRESS (Include ZIP Code and Telephone No) 3215 Riverside Dr Huntsville, AL 35810		14 SIGNATURE OF REQUESTOR <i>John Doe</i>	
15 SUPERVISOR RECOMMENDATION ☒ APPROVAL ☐ DISAPPROVAL SIGNATURE <i>W. Henry</i>		16 NAME, TITLE, ORGANIZATION OF APPROVING AUTHORITY		
17 SIGNATURE OF APPROVING AUTHORITY		18 DATE/TIME OF DEPARTURE		
19 NAME/TITLE OF AUTHENTICATING AUTHORITY		20 SIGNATURE OF AUTHENTICATING AUTHORITY		
21 EXTENSION (No. of days and date approved) APPROVING AUTHORITY				
22 DATE/TIME OF RETURN		23 NAME/TITLE OF AUTHENTICATING AUTHORITY		24 SIGNATURE OF AUTHENTICATING AUTHORITY
PART - II				
APPLICABLE TO AUTHORIZED TRAVEL ONLY				
25 SO, LO, DA FORM 882 OR AUTHORITY FOR TRAVEL				
26 INSTRUCTIONS FOR SERVICING STATION/ORGANIZATION (APOE, APOD, IDY Station, Others) DATE/TIME STAMP WHEN SERVICE MEMBER ARRIVES/DEPARTS YOUR STATION/ORGANIZATION				
a ARRIVE STATION 1	b DEPART STATION 1	c ARRIVE STATION 2	d DEPART STATION 2	
e ARRIVE STATION 3	f DEPART STATION 3	g ARRIVE STATION 4	h DEPART STATION 4	
27 DATE/TIME OF ARRIVAL	28 NAME OF GAINING/PARENT ORGANIZATION		29 SIGNATURE OF AUTHENTICATING AUTHORITY	
30 REMARKS:				

DA FORM 31
AUG 78

REPLACES EDITION OF 1 OCT 73, WHICH WILL BE USED.

ORIGINAL 1

Figure 5011-1
Example of a Request for Leave

SKILL LEVEL 5

093-425-5011 (continued)

2. If there is no PAC, make sure the following blocks are filled in.
 - a. Block 30. If you disapprove a request for leave, put the reason in block 30 and sign the form; otherwise, tell the person that the leave is approved and fill in block 5. Enter control number and make appropriate entry in the Leave Control Log, DA Form 4179-R.
 - b. Block 15. Marked by the soldier's immediate supervisor in the proper block and signed with the soldier's payroll signature above the soldier's typewritten or printed name and grade.
 - c. Block 16. Enter name, grade, title and organization of the approving authority.
 - d. Block 17. This space is for the signature of the approving authority or the designated representative.
 - e. The approving authority or the designated authenticating individual (XO, DO, or OD, ISG, SDNCO, or CQ) completes blocks 18, 19, and 20, as follows, prior to the individual's departure:
 - (1) Block 18. Enter the date and time of departure.
 - (2) Block 19. Enter name and title of authenticating individual.
 - (3) Block 20. Signature of authenticating individual.
 - f. Use Part II of DA Form 31 for PCS and TDY movements.
 - g. Block 25. Complete if authorized travel is to be at government expense.

REFERENCE: AR 630-5, Leave Passes, Permissive Temporary Duty and Public Holidays

093-425-5012

**REVIEW ENLISTED (E3 THROUGH E6) PROMOTION
RECOMMENDATION PROCEDURES**

CONDITION: You have, from the personnel office, a DA Form 2496, Disposition Form, with a computer printout attached. This printout lists all soldiers eligible for promotion.

STANDARD: Check the accuracy of all personnel data. Make sure recommendations are made to the commander, that the commander's indorsement is returned to the personnel office before the suspense date, and that the unit's responsibilities are fulfilled according to Procedure 3-30, DA Pam 600-8. Do this task within 2 hours.

- PERFORMANCE MEASURES:**
1. Review SIDPERS report, "Enlisted Personnel Eligible for Promotion," to identify those soldiers who appear on the report. The report lists separately soldiers eligible for promotion to grades E3, E4, E5 and E6.
 2. For every soldier listed on the SIDPERS report verify the following information:
 - a. Check time-in-service, time-in-grade, evaluation score, civilian education, and physical requirements for promotion to the next higher grade (chap 7, AR 600-200; AR 611-201, and the latest USAREC Form 10A).
 - b. Check the soldier's DA Forms 2 and 2-1 to determine if the soldier meets all requirements for promotion.
 - c. Decide if the soldier is capable of performing satisfactorily in the next higher grade, based upon the soldier past performance.
 3. Check DA Forms 2 and 2-1 of other soldiers to learn if any soldier entered service under the Stripes-for-Skills Program.
 4. The greatest moral factor to the individual soldier is a promotion when it is deserved.

Thus, it is important to you and to the soldiers in your unit that all promotions are handled efficiently and accurately.

REFERENCES: AR 600-200, Enlisted Personnel Management System

093-425-5013

REVIEW DA FORM 4187, PERSONNEL ACTION

CONDITION: Review DA Form 4187, Personnel Action. Use AR 680-1 to help in the review.

STANDARD: Within 15 minutes review DA Form 4187, Personnel Action, to make sure:

1. Address blocks are filled in.
2. Section I is completed correctly.
3. Only one action is requested in section III, and that the individual who requested the action has signed and dated the appropriate blocks in section III.
4. Remarks in section IV are applicable to the action being requested.
5. Unit commander has lined out any inappropriate words and the correct blocks have been checked.

PERFORMANCE MEASURES:

1. Review completed DA Form 4187, received from the Personnel Administration Center (PAC) or from your unit clerk, to see which sections were filled out. Make sure all entries were printed in black or blue-black ink.
2. Check the address blocks at the top of the form. All three address blocks (THRU, TO, and FROM) should be completed for a section III (Personnel Action Request) entry. Only the TO and FROM address blocks should be completed for a section II (Duty Status Change) entry.
3. Make sure the soldier's name (entered as last name, first name and middle initial), rank and pay grade, and social security number were entered in section I.
4. Make sure entries were made in either section II or section III. Entries in both sections are not allowed.
5. Review section II entries carefully if filled out. Make sure the soldier's previous duty status, present duty status, and the time and date the change occurred were entered.
6. Check section III entries to make sure that only one type of action was marked. If other type of action was marked, make sure an identifying entry was made on the line following the word Specify. Make sure the soldier who initiated the request signed and dated the form in the blocks provided.
7. Check section IV entries to be sure they apply to one or more of the following: sections II, III, or IV. Use remarks in section IV to explain entries in these three sections.
8. If DA Form 4187 is incorrect, return it to be corrected.
9. Forward the DA Form 4187 and any recommendations you wish to make to the commander or authorized signatory who will complete section V.

REFERENCES: AR 680-1, Unit Strength Accounting Reporting

DA Pam 600-8, Military Personnel Office Management and Administrative Procedures

093-425-5026

SUPERVISE PREPARATION OF DA FORM 268, REPORT FOR SUSPENSION OF FAVORABLE PERSONNEL ACTION

CONDITION: Supervise preparation of DA Form 268, Report for Suspension of Favorable Personnel Action. If your unit does not operate under Consolidated Administration at Battalion Level (CABL), use AR 600-31.

STANDARD: Take no longer than 2 hours to supervise the preparation of DA Form 268 according to the requirements listed in performance measures.

NOTE: Under CABL, the procedure for filling out DA Form 268 is very simple. Merely submit an informal request using a preprinted form, a handwritten bucksliip or similar means. After you make your request the Personnel Administration Center (PAC) prepares the form. However, it is important that you know what a flagging action is, when it is needed, and the procedures needed to begin and to end a flag.

PERFORMANCE MEASURES:

1. Prevent favorable personnel actions (transfer, promotion, or granting of security clearance) until an individual's status is determined. A flagging action suspends or prevents all personnel actions which could be favorable to the individual. The fact that an individual is subject to a flagging action is not sufficient authority to keep the person in the Army beyond the expiration date of service.

2. Fill out DA Form 268 for:

- a. Individuals against whom action is being considered under the military personnel security program.
- b. Individuals against whom action has been taken which may result in dismissal, discharge, courts-martial, disciplinary action, demotion, or elimination proceedings.
- c. Individuals who are AWOL, who are under charges, or who are being held by civil authorities, or who are being investigated because of statements or incident that cast doubt upon their character or honesty.

NOTE: Commanders or supervisors must make sure, except in security cases, that all soldiers who are flagged are told that flagging actions have been started. Also, tell soldiers immediately if flagging actions are withdrawn. Only those who have a need-to-know are told of the suspension. When the reasons for suspension no longer exist, the suspension is promptly lifted.

3. Fill out the Personnel Data Section, section I, II, and III, DA Form 268, and hand-carry to the appropriate headquarters within 24 hours after preparation.
4. Use DA Form 268 to end an unfavorable personnel action and submit it within 24 hours after preparation.
5. Prepare an original and three to five copies, and send them through the chain of command for active duty personnel (AR 600-31). The number of copies needed depends on whether the case involves loyalty or security. Local supplements to AR 600-31, or local SOPs tell you the number of copies needed for your unit.

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Normally the S1 channels distribute the copies. Format examples which show how to fill out this form are usually in local supplements to the AR, or in your unit's SOP.

6. Submit interim reports within 60 days after the initial report and every 60 days or fewer until the case is closed. Interim reports are not needed for personnel who are:
 - a. Dropped from the rolls as deserters.
 - b. Serving a sentence.
 - c. Under a suspended sentence which is pending appellate review, board action, or review of board action at Headquarters, Department of the Army.

NOTE: Resubmit interim reports if there is a change in status of an individual's case. Distribution of interim reports is the same as the initial report or as changed by the transfer of suspension control. (Transfer of control is discussed at length in para 5c, AR 600-31).

7. Remove suspension of favorable personnel action when there is no longer any reason for suspension. This is a critical responsibility because of the possible adverse effect it could have on the soldier's morale and/or career.
8. Use DA Form 268, with a report of the last disposition of the case or action, for removal of suspension. Distribute DA Form 268 in the same manner as the initial and interim reports.
9. Do not remove a suspension while an individual is being punished under Article 15, under sentence of courts-martial, or during the term of any suspension of punishment.
10. Submit separate reports for each suspension action. It is possible for an individual to become involved in an investigation and before the suspension is removed to be involved in another incident.

REFERENCES: AR 600-31, Suspension of Favorable Personnel Action of Military Personnel in National Security Cases or Other Investigations or Proceedings.
FM 27-1, Legal Guide for Commanders

093-425-5027

RECOMMEND A BAR TO REENLISTMENT

CONDITION: Your unit is not operating under Consolidated Administration at Battalion Level (CABL), and you need to prepare a bar to reenlistment procedures. Use AR 601-280.

STANDARD: Within 45 minutes recommend a bar to reenlistment according to the requirements listed in the performance measures below.

**PERFORMANCE
MEASURES:**

1. Recommend a bar to reenlistment if you feel that enlistment should be denied because the person's reentry into or continued service is not in the best interest of the Army. Be constantly alert to detect and weed out people whose character, conduct, abilities, attitudes, motivation or adaptability to military service fail to meet the standards for service.
2. Recommend a bar to reenlistment for one or more of the following reasons:
 - a. Losses of clothing and equipment
 - b. AWOL for periods of 1 to 24 hours
 - c. Late to formations, details or assigned duties
 - d. Always in debt, slow to repay, or makes late payments
 - e. Poor personal hygiene
 - f. Poor personal appearance
 - g. Goes on sick call without medical cause
 - h. Frequent traffic violations
 - i. Frequent Article 15 punishment
 - j. Late returning from pass or leave
 - k. Misses bed check (when in force)
 - l. Cannot follow orders, takes too much time, or is unwilling to cooperate
 - m. Cannot learn a job
 - n. Cannot adapt to the military
 - o. Fails to manage properly personal, marital, and/or family affairs
 - p. Involved in discreditable incidents in the civilian community
 - q. Involved in incidents of moral turpitude which show a lack of character
3. Tell the affected soldier that you have recommended a bar to reenlistment because of a courts-martial and/or punishment under one or more Article 15. Also tell the soldier about all other factual and relevant information which supports the recommendation.
4. Tell the soldier to make any statements, if desired, as required by AR 601-280.
5. Tell the soldier there is a reasonable time to prepare comments and to collect any documents and/or pertinent material.

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6. Send the soldier's comments to the company commander.
7. Tell the soldier which commanders have final authority to approve or disapprove bars to reenlistment. The commanders are as follows:
 - a. General Courts-Martial Authority — for soldiers with less than 10 years active federal service at ETS. This authority may be delegated to commanders with special courts-martial authority. If the soldier being barred contests or appeals the action, the certificate is sent to the commander exercising general courts-martial authority
 - b. Major Commander — for soldiers with 10 to 18 years active federal service at ETS and for soldiers with 18 or more years of service, if the soldier will have over 20 years service or the commander takes action to extend the enlistment to retirement eligible at ETS. This authority may be delegated to MACOM DCSPER.
 - c. Headquarters Department of the Army — for soldiers with 18 years or more, but less than 20 years of active federal service at ETS. This authority may be delegated.
- . Tell the soldier that before an approved certificate is put into a soldier's file, the commander of the unit, to which the individual is assigned or attached for duty and administration, may submit a recommendation to void the certificate. Approval to void a certificate is granted by the same authority that approved the certificate originally, or if the individual has moved to another jurisdiction by the comparable commander there.
9. Know what a bar to reenlistment means, when it is applicable, and the procedures required to begin or lift the bar.

REFERENCE: AR 601-280, Army Reenlistment Program

093-425-5028

INITIATE ADMINISTRATIVE ACTIONS ON AN AWOL SOLDIER

CONDITION: A soldier is AWOL and you must begin administrative action. Use Army Regulations 340-15; 600-31; 630-10; 680-1; 700-84; DA Pamphlet 600-8-1, Volume 1, SIDPERS User Manual.

STANDARD: Within 1 working day (8 hours) make sure Performance Measures 1 through 7 are done. Performance Measure 8 is self-explanatory.

- PERFORMANCE MEASURES:**
1. Notify Provost Marshall Office (PMO) AWOL/Apprehension Section that a soldier is in an AWOL status (AR 630-10).
 2. Prepare commander's inquiry (AR 630-10).
 3. Prepare sections II and IV, DA Form 4187, if applicable (DA Pam 600-8).
 4. Prepare mark sense form to change the soldier's status (DA Pam 600-8-1, Vol. 1, SIDPERS User Manual).
 5. Post DA Form 2475-2, Personnel Data Card (AR 680-1; and DA Pam 600-8-1, Vol. 1, SIDPERS User Manual).
 6. Suspend favorable personnel actions, DA Form 268 (AR 600-31).
 7. Inventory personal property and effects (AR 700-84).
 8. On the 10th day of AWOL prepare a nonmilitary letter to the next of kin (AR 340-15 and AR 630-10).

NOTE: If your unit has US Army Reserve or National Guard personnel assigned or attached for active duty training, see chapter 4, section 4, AR 630-10, for the required administrative actions.

- REFERENCES:**
- AR 340-15, Preparing Correspondence
 - AR 600-31, Suspension of Favorable Personnel Actions for Military Personnel in National Security Cases or other Investigations or Proceedings
 - AR 630-10, Absent Without Leave and Desertion
 - AR 680-1, Unit Strength Accounting and Referencing
 - AR 700-84, Issue and Sale of Personal Clothing
 - DA Pam 600-8-1, Standard Installation/Division Personnel System (SIDPERS) Unit Level Procedures

093-425-5029

**PREPARE DROPPED FROM THE ROLLS (DFR)
ADMINISTRATIVE ACTION**

CONDITION: A soldier is a deserter and you must prepare a DFR administrative action. Use Army Regulations 27-1, 27-10, 40-121, 190-9, 340-15, 600-31, 604-5, 630-10, and 700-84; Manual for Courts-Martial, 1969 (Revised Edition); DA Pamphlet 600-8-1.

STANDARD: Within the time frame designated by regulations, complete all performance measures.

- PERFORMANCE MEASURES:**
1. Prepare on the 30th day of AWOL mark sense form (DFR) (DA Pam 600-8-1, Vol 1, SIDPERS (User Manual).
 2. Prepare on the 30th day of AWOL, Sections II and IV, DA Form 4187 and Commander's Certificate (DA Pam 600-8).
 3. Prepare DA Form 3835 within 24 hours after the 30th day (AR 190-9).
 4. Suspend favorable personnel actions (AR 600-31).
 5. Post DA Form 2475-2, Personnel Data Card. Commander's Certificate goes in remarks section. Prepare two copies for the unit's file and send the original to the soldier's 201 file (DA Pam 600-8-1, Vol 1, SIDPERS User Manual).
 6. Prepare charge sheets within 2 days of the 30th day and send to the soldier's 201 file along with DA Form 4187, Personnel Action (MCM 1969; AR 27-1, and AR 27-10).
 7. Take action within 3 days if applicable, to have security clearance revoked (AR 604-5).
 8. Prepare within 4 days a nonmilitary letter to notify the soldier's next of kin (AR 630-10, and AR 340-15).
 9. Notify CHAMPUS or the Medical Facility Commander if there is a reason to believe a deserter has a dependent who is receiving medical care (AR 40-121).
 10. Keep personal property and personal effects for 120 days (AR 700-84).

NOTE: If your unit has US Army Reserve or National Guard Personnel assigned or attached for active duty training, see chapter 3, Paragraph 3-2, AR 630-10, for required administrative actions.

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- REFERENCES:**
- AR 27-1, Judge Advocate Legal Service
 - AR 27-10, Military Justice
 - AR 40-121, Uniformed Services Health Benefit Program
 - AR 190-9, Military Absentee and Deserter Apprehension Program
 - AR 340-15, Preparing Correspondence
 - AR 600-31, Suspension of Favorable Personnel Actions for Military Personnel in National Security Cases or Other Investigations or Proceedings
 - AR 604-5, Clearance of Personnel for Access to Classified Defense Information and Material
 - AR 630-10, Absent Without Leave and Desertion
 - AR 700-84, Issue and Sale of Personal Clothing
 - DA Pam 600-8-1, Standard Installation/Division Personnel System (SIDPERS) Unit Level Procedures
 - MCM, 1969, (Rev.), Manual for Courts-Martial, United States, 1969 (Revised Edition)

093-425-5030

REVIEW APPLICATION FOR HARDSHIP/DEPENDENCY DISCHARGE

- CONDITION:** A soldier has asked to be separated from military service as authorized by chapter 6, AR 635-200. Review the application to see if a hardship/dependency discharge is possible.
- STANDARD:** As a minimum you must make sure that:
1. Application meets hardship/dependency separation criteria as outlined in Performance Measure 1 below.
 2. Evidence supports the specific nature of the claim for hardship/dependency separation as explained in the Performance Measures 3 below.
- PERFORMANCE MEASURES:**
1. **CRITERIA.** Enlistees in the Active Army, and enlisted members of the reserve components, if on active duty or active duty training, may be discharged or released if a real dependency or hardship exists.
 - a. **Dependency.** Dependency exists if because of death or disability of some member of the soldier's family, other members of the family have become principally dependent upon the soldier for care and/or support.
 - b. **Hardship.** Hardship exists when the circumstances do not involve death or disability of a member of the enlisted person's family, but when the soldier's separation from the service would materially affect the care and/or support of that family by relieving undue and genuine hardship.
 2. **APPLICATION OF CRITERIA.** Separation of soldiers from the service because of dependency or hardship is granted when ALL of the following conditions exist.
 - a. Conditions have happened or have become worse since the soldier came on active duty.
 - b. Conditions are not temporary.
 - c. The soldier has made every reasonable effort to lessen the dependency or hardship but without success.
 - d. The soldier's discharge from active military service is the only way the dependency or hardship can be eliminated or relieved.
 3. **EVIDENCE REQUIRED.** Normally, supporting evidence for an application for separation because of dependency or hardship is in affidavit form. The evidence proves the conditions or events on which the application for dependency or hardship separation is based.
 - a. The evidence required depends on the hardship claimed. As a minimum, the application includes the following affidavits:
 - (1) The enlisted person's request for separation. This affidavit explains the nature of hardship and the actions which the soldier intends to take to lessen the hardship.

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- (2) An affidavit or statement by the soldier's dependents or on their behalf which proves the dependency or hardship.
- (3) Affidavits by at least two agencies or individuals, other than members of the soldier's family, which prove the dependency or hardship.
- b. Additional evidence may be required as follows:
 - (1) When financial difficulty is the basis for the application, a detailed statement is required to establish the monthly income and expenses of the family.
 - (2) When the death of a member of the soldier's family is the basis for the application, a death certificate or other proof of death is needed.
 - (3) When disability of a member of the enlisted person's family is the basis for the application, a physician's certificate which shows the diagnosis, prognosis, and date of disability is needed.
 - (4) When the enlisted person asks to be separated to support members of the family other than spouse or children, the application must show the names and addresses of these members of the family. Proof that they cannot care for themselves is needed.
- 4. APPLICATION FOR SEPARATION. An enlisted person who asks to be separated because of dependency or hardship must make the request in writing on DA Form 2476, Application for Separation — Hardship or Dependency. But, if all essential evidence is submitted, do not return an application merely because it is not on a DA Form 2476.

REFERENCE: AR 635-200, Enlisted Personnel

093-425-5031

**SUPERVISE PREPARATION OF A RECOMMENDATION FOR DISCHARGE
FOR MISCONDUCT/UNSUITABILITY**

- CONDITION:** A soldier must be separated for misconduct or unsuitability. Use AR 635-200 to prepare the discharge.
- STANDARD:** Take no longer than 3 working days to make sure all actions taken to separate the soldier from the service are IAW performance measures.
- PERFORMANCE**
1. Follow the prescribed policy and procedures for separating soldiers who are found unfit for further military service because of misconduct or unsuitability (chap 13, AR 635-200).
 2. Determine if one or more of the following conditions exist for a soldier to be separated (chap 13, AR 635-200).
 - a. Misconduct:
 - (1) Frequent incidents of a discreditable nature with civil or military authorities.
 - (2) Sexual perversion, including, but not limited to:
 - (a) Lewd and lascivious acts.
 - (b) Indecent exposure.
 - (c) Indecent acts with, or assault upon a child.
 - (d) Other indecent acts or offenses.
 - (3) Drug offenses which are defined as the use or incidental possession of any drug or controlled substance as defined in AR 600-50, and if use or possession is not covered by the exemption program. (See AR 600-85 for information about the Drug and Alcohol Exemption Program.)
 - (4) An established pattern of:
 - (a) Shirking.
 - (b) Showing dishonorable failure to pay just debt.
 - (c) Showing dishonorable failure to contribute support to dependents or failure to comply with orders, decrees, or judgments of the civil court concerning support of dependents.
 - (5) Homosexual acts which are defined as bodily contact between persons of the same sex, actively undertaken or passively permitted by either or both, with the intent of obtaining or giving sexual gratification, or any proposal, solicitation, or attempt to perform such an act.
 - b. Unsuitability:
 - (1) Inaptitude. Those persons who are best described as inept, due to lack of general adaptability, want of readiness or skill, unhandiness, or inability to learn.

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- (2) **Personality Disorders.** Personality disorders and disorders of intelligence as determined by medical authority.
 - (3) **Apathy** (lack of appropriate interest).
 - (4) **Homosexuality** (homosexual tendencies, desires, or interest, but without overt homosexual acts). Includes personnel who have not engaged in a homosexual act during military service, but who have verified record of preservice homosexual acts.
3. Make certain that adequate counseling and rehabilitation measures are taken before taking any action to separate a soldier. Reassignments related to rehabilitation are normally made without spending permanent change of station or military personnel funds (chap 13, AR 635-200).
4. Make sure any soldier who is being considered for discharge because of misconduct or unsuitability undergoes a final physical examination including mental status evaluation. If medical authorities find that the soldier does not meet medical standards (AR 340-501), then the soldier is processed IAW AR 40-3. The soldier's commander is notified and the recommendation for discharge action is closed.
5. Tell the commander if counseling and rehabilitation measures have not helped the individual. The commander may then decide to:
 - a. Give the soldier an opportunity to waive the right to a hearing before a board of officers. In such cases:
 - (1) The commander tells the soldier, in writing, the basis for proposed discharge action and also tells the soldier of the following rights:
 - (a) The soldier's case can be presented to a board of officers.
 - (b) The soldier can be represented by counsel.
 - (c) Statements can be submitted in the soldier's behalf.
 - (d) The soldier can withdraw the waiver of rights in (a), (b), and (c), above, any time before the date the discharge authority directs or approves the discharge, and the soldier can also request that the case be presented before a board of officers.
 - (2) The soldier is given a reasonable time (not less than 48 hours) to consider waiver of board proceedings and shall have an opportunity to consult with counsel before waiving any rights.
 - (3) The soldier submits a signed statement, is told why the separation is planned, and knows what effect the separation has on any rights. The statement is put in the unit commander's report.
 - (4) Waiver of a board hearing is not accepted if the soldier has completed 18 or more years of active military service.
 - b. Send the case to higher headquarters with a recommendation that the soldier be discharged according to chapter 13, AR 635-200. The commander may recommend the type of discharge to be awarded.

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- c. Initiate action under UCMJ, if applicable.
- d. Contact the Defense Counsel Section Office of the Staff Judge Advocate, and make an appointment for the soldier to be seen by counsel.
- e. Send the case to higher headquarters with a recommendation that the soldier's discharge be processed through medical channels, if the soldier's medical condition warrants.
- f. Initiate flagging action under the provisions of AR 600-31. If the soldier's case is to be processed through medical channels, the commander moves flagging action so that the action is not delayed.
- g. Initiate a request for waiver of counseling and rehabilitation, if applicable. The request includes information needed to make a determination if further duty by the soldier would cause serious disciplinary problems, be a hazard to the military mission, or to the soldier.
- h. Revoke the soldier's security clearance IAW paragraph 24b, AR 604-5.
- i. Write a letter of recommendation for "Discharge — Misconduct/Unsuitability, AR 635-200." Send the letter of recommendation and the number of copies needed (according to unit SOP) to unit headquarters. Send all documentary evidence with the letter.

NOTE: AR 15-6 and AR 635-200 covers Boards of Officers. Commanders with general courts-martial jurisdiction appoint Boards of Officers to determine misconduct discharges. Commanders with special courts-martial jurisdiction appoint Boards of Officers to determine unsuitability discharges.

- REFERENCES:**
- AR 15-6, Procedure for Investigating Officers and Board of Officers
 - AR 600-31, Suspension of Favorable Personnel Actions for Military Personnel in National Security Cases and Other Investigations or Proceedings
 - AR 600-50, Standards of Conduct for Department of Army Personnel
 - AR 600-85, Alcohol and Drug Abuse Prevention and Control Program
 - AR 604-5, Clearance of Personnel for Access to Classified Defense Information and Material
 - AR 635-200, Enlisted Personnel

093-425-5032

MONITOR MEAL CARD REGISTER

- CONDITION:** Monitor the meal card register for your unit. Keep the register in a ruled memorandum book, 8-½ x 14-inch (NSN 7530-00-222-3523 or NSN 7530-00-222-3524). Use a specific block of numbers or letter prefixes, AR 30-1, and local supplements.
- STANDARD:** Take no longer than 1 hour to make sure the meal card register is up-to-date and has the required information as outlined in AR 30-1.
- PERFORMANCE MEASURES:**
1. Make sure the meal card register contains the following information:
 - a. Meal card number
 - b. Date of issue
 - c. Printed name of soldier to whom meal card was issued
 - d. Signature of soldier
 - e. Date of withdrawal or destruction
 - f. Reason for withdrawal or destruction
 2. Register meal cards. If your unit issues 250 or fewer meal cards use a separate page for each meal card number. If your unit issues more meal cards than there are pages in the register, use one page to record the issue of up to three meal cards. When a page is issued to record more than one meal card issued, leave at least 10-line spaces between each card entry. Figure 5032-1 is an example of a meal card register.
 3. Refer to table 5032-1 for instructions on maintaining a meal card register.
- REFERENCES:** AR 30-1, The Army Food Service Program

093-425-5032 (continued)

RULE	IF AN INDIVIDUAL	AND IF THE INDIVIDUAL	ACTION TO BE TAKEN
1.	Is new to the unit.	Is authorized to subsist without reimbursement.	Issue meal card and complete columns a, b, c, and d of meal card register. Tell dining facility manager how many new arrivals there are.
2.	Is new to the unit.	Receives a basic allowance.	Tell dining facility manager how many new arrivals there are.
3.	Ask for basic allowance for subsistence.	Is granted approval by the commander in writing.	Withdraw meal card from the individual on the day the allowance begins. Complete columns e and f of meal card register; tell the individual that all meals eaten in dining facilities must be paid for after this date. Tell the dining facility manager about any changes in an individual's status.
4.	Goes on TDY or leave.	Has a meal card.	Withdraw meal card; complete columns e and f of the register; keep card so it can be reissued when the individual returns from TDY or leave. Tell the dining facility manager of any decrease in personnel strength.
5.	Reports the loss of a meal card.	Verifies by meal card register that a meal card was issued.	Enter date loss was reported in column e and enter loss in column f of the register. Assign a new meal card number but do not use the lost meal card number for 30 days unless all other meal card numbers are assigned. Tell the dining facility manager that a card was lost and give name and numbers so that the head-counter can check all diners for the missing card. Notify post adjutant so that a notice can be placed in daily bulletin for at least 3 days.
6.	Is to be confined in a US Army confinement facility.	Has a meal card.	Withdraw meal card and complete columns e and f of register. Keep card for reissue if the individual will return to the unit after confinement.
7.	Is being transferred on PCS to a new unit.	Has a meal card.	Withdraw meal card and complete columns e and f of the register. Destroy meal card except laminated cards issued to replacement stream personnel, students or trainees.
8.	Is a member of the US Air Force on TDY.	Has orders showing an allowance for subsistence is being received.	Do not issue meal card.
9.	Is a member of US forces other than active Army, or is a member of a military assistance program, labor service, KATUSA or a foreign military service.	Has been granted approval to have payment for meals eaten made by pay voucher deduction.	Issue meal card overstamped with the appropriate symbol IAW para 4-26b(7) of AR 30-1.
10.	Is an officer, warrant officer, or enlisted person required to repay the Government for meals eaten.	Has been granted approval to pay for meals eaten by pay voucher deduction.	Issue meal card overstamped with MPV as shown in para 4-26b(7), AR 30-1. Tell dining facility manager the name and meal card numbers issued, so the dining facility manager can account for meals served IAW paragraph 4-28f, AR 30-1.

Table 5032-1. Instructions for maintaining a Meal Card Register.

093-425-5032 (continued)

(a) Card Number	(b) Date of Issue	(c) Issued To	(d) Signature of Receipt	(e) Date Withdrawn, Lost or Destroyed	(f) Reason for Withdrawal
19	29 Feb 76	John Doe		1 Jul 76	Leave
19	15 Jul 76	John Doe		1 Nov 76	PCS
20	2 Apr 76	James Brown			

Figure 5032-1. Example format of a Meal Card Register.

093-425-5035

**MONITOR AN INVENTORY OF ABSENTEE'S PERSONAL EFFECTS
AND MILITARY EQUIPMENT**

CONDITION: A soldier is Absent Without Authority (AWOL), is on emergency leave, or is in the hospital and you must inventory the soldier's personal effects and military equipment. Use AR 700-84, AR 710-2, and DA Form 3078, Personnel Clothing Request.

STANDARD: Within 4 hours make sure all government property and personal effects which the soldier has are inventoried IAW procedures outlined in performance measures.

PERFORMANCE MEASURES:

1. Designate an officer or warrant officer, and a noncommissioned officer in grades E6 through E9, to inventory all clothing and personal property left by the soldier.
2. Make sure the individuals who take the inventory do the following:
 - a. Make sure abandoned clothing actually belongs to the AWOL soldier.
 - b. Make sure that the clothing was not exchanged for clothing belonging to another soldier in the unit or organization
 - c. Make sure that all items and quantities of military clothing are inventoried on DA Form 3078 (make 3 copies).
 - d. Make sure DA Form 3078 is verified and initialed by the unit commander, a commissioned officer, or a warrant officer.
 - e. After DA Form 3078 is signed make sure the original copy is put with inventoried items in a duffel bag or other suitable container. Keep the other copies in the unit's suspense file pending further action.
 - f. Make a separate inventory list of personal effects. Make sure the list is signed verified, initialed, and filed. Store all personal clothing and personal property. Use procedures in paragraphs 2d and 2e. Deposit personal cash with the finance and accounting officer. Get a receipt for the cash and keep it in the organization's files. File a copy with the individual's military personnel record.
3. Secure the absentee's clothing and personal property in the unit's facilities when the inventory is complete.
4. Return all clothing to the soldier if the soldier returns before being dropped from the rolls. Ask the soldier to acknowledge receipt of all personal effects on the original copy of the DA Form 3078, then destroy the copies in the suspense file.
5. Make sure clothing and personal effects belonging to a hospitalized soldier are secured and safeguarded. If the soldier is hospitalized at the installation, or if the soldier does not return within 5 days, the clothing and personal effects are inventoried as outlined in Performance Measure 1 through 4.

REFERENCES: AR 630-10, Absence Without Leave and Desertion
AR 700-84, Issue and Sale of Personal Clothing
AR 710-2, Material Management for Using Units, Support Units and Installations

093-425-5036

**REVIEW DA FORM 2142, PAY INQUIRY; DA FORM 1341,
JUMPS-ARMY ALLOTMENT AUTHORIZATION; AND DA FORM 3685
JUMPS-ARMY PAY ELECTION**

CONDITION: Review completed copies of DA Form 2142, DA Form 1341 or DA Form 3685. Use AR 37-101-1 and 37-104-3.

STANDARD: Complete all performance measures within 45 minutes.

- PERFORMANCE MEASURES:**
1. For DA Form 2142 make sure:
 - a. Each block in section I, DA Form 2142, is correctly filled in by the soldier, and that the cause of the pay inquiry is specific enough for the finance office to take follow-up action.
 - b. Each applicable block in section II is filled in and signed by the unit commander before sending the form to the finance office.
 - c. Prepare 3 copies of the form.
 2. For DA Form 1341 make sure:
 - a. If the START box in block 4 is checked, make sure that blocks 5, 6, 7, and 8 are filled in correctly.
 - b. If the STOP box in block 4 is checked, make sure that blocks 6, 7, and 10 are filled in correctly.
 - c. If the CHANGE box in block 4 is checked, make sure that blocks 5, 6, 7, 8, and 10 are filled in correctly.
 - d. Block 11 is signed and dated in ink by the individual before sending to the finance office.
 - e. Three copies of the form are prepared.
 3. For DA Form 3685 make sure:
 - a. Only one box is checked showing how the soldier wants to be paid, and the selected section applicable to the box checked is filled in correctly.
 - b. The authorization block is filled in and signed by the individual who completed the form.
 - c. Three copies of the form are prepared.

REFERENCES: AR 37-101-1, Field Organization and Operating Instructions Under the Joint Uniform Military Pay System-Army (JUMPS-Army)
AR 37-104-3, Military Pay and Allowances Procedures-Joint Uniform Military Pay System (JUMPS-Army)

093-425-5038

**ASSIST THE COMMANDER IN CONDUCTING A
PERSONNEL ASSET INVENTORY (PAI)**

CONDITION: Help conduct a Personnel Asset Inventory (PAI). Use the Personnel Strength Zero Balance Report; DA Form 3986, Validation of Military Personnel Strength; AR 680-31, Military Personnel Asset Inventory and Strength Reconciliation; and the SIDPERS Personnel Data (PDC-SIDPERS) file.

STANDARD: Within 2 hours, when directed by your commander, conduct a PAI and record your findings on DA Form 3986.

PERFORMANCE MEASURES:

1. Compare commissioned officer, warrant officer, and enlisted personnel by name and social security number against the data shown on the Personnel Strength Roster Morning Report or the SIDPERS Personnel Data (PDC-SIDPERS) in units where personnel are assigned for a period of 9 weeks or more. Report on a DA Form 3986, Validation of Military Personnel Strength, that a PAI was conducted. Send DA Form 3986, through command channels to the Military Personnel Strength Monitor (MPSM) who is the approving authority.
2. Conduct a PAI under the following circumstances:
 - a. When there is a change of commander.
 - b. Once each year.
 - c. Fourteen days before a unit is moved to another installation, deactivated, discontinued or temporarily at zero strength.
 - d. When commanders in the chain of command so direct.
 - e. When unit strength varies more than two percent.
3. Prepare and publish the Unit Morning Report and the Personnel Strength Zero Balance Reports for use by units and organizations which are supported by SIDPERS. Automated Strength Rosters prepared by systems other than SIDPERS are known as the Personnel Strength Roster (PSRSR). The Unit Morning Report Personnel Strength Zero Balance Report and the Personnel Strength Roster are the vehicle for the PAI. Reassignment gains or losses reported after the AS OF date are added or deleted from the roster. The roster provides summary of all personnel assigned to the unit.
4. Account for all attached Active Army personnel, by name, except those individuals who are attached for training or who are participating in the Special Reserve Components Programs. Send a form letter to the commanders of the units to which the attached Active Army personnel are assigned within 10 days after the PAI. Assist the unit commanders in verifying that personnel listed in the letters are properly accounted for in the accountable strength of the unit of assignment shown in the letter. If the unit of assignment is incorrect because the individual has been reassigned, send copies of the reassignment orders to the unit which reported the individual as attached. Then verify and correct total number of attached Active Army personnel, if needed.

093-425-5038 (continued)

5. Review chapter 3, AR 680-31, for a detailed explanation of the PAI, and instructions for conducting and recording the findings.
6. Record your findings on DA Form 3986.

REFERENCE: AR 680-31, Military Personnel Asset Inventory and Strength Reconciliation

093-425-5039

**REVIEW PERSONNEL STRENGTH ZERO BALANCE REPORT,
PART I AND II**

- CONDITION:** Use Volume I, SIDPERS User Manual and the Personnel Data SIDPERS (PDC-SIDPERS) file to review parts I and II of the monthly Personnel Strength Zero Balance Report.
- STANDARD:** Complete performance Measures as outlined in Volume 1, SIDPERS User Manual within 2 hours.
- PERFORMANCE MEASURES:**
1. Make sure personnel shown on the report are the same as those shown on the PDC-SIDPERS for all assigned and attached personnel.
 2. Determine the status of personnel shown on the report, but who are not actually assigned or attached.
 3. Determine the status of personnel assigned or attached, but who are not shown on the report.
 4. Delete or change reports as needed.
 5. Distribute the report to the unit by the SIDPERS cycle schedule. It is the unit's responsibility to make sure reports balance and that any deletions or changes are sent to the SIDPERS Interface Branch within the time prescribed.
- REFERENCE:** DA Pam 600-8-1, Standard Installation/Division Personnel System (SIDPERS) Unit Level Procedures

093-425-5041

REVIEW DA FORM 3815, SIDPERS INPUT AND CONTROL DATA-AUTHENTICATION AND TRANSMITTAL (BATCH CONTROL FORM)

CONDITION: Review DA Form 3815, SIDPERS Input and Control Data - Authentication and Transmittal; SIDPERS Change Reports; and/or Error Suspense Cards for accuracy. Use Volume 1, SIDPERS User Manual, to help in your review.

STANDARD: Within 15 minutes make sure each DA Form 3815, Batch Control Form, has the following information on the format.

Item 1. Date prepared

Item 2. Originator's code

Item 3. Batch number

Item 4. Appropriate TO, THRU, and SIB address

Item 5. From unit designation and telephone number

Item 6. Input form, the number of each type form or error suspense card submitted, and the total number of all forms and cards submitted.

Item 7. Name and title of certifying officer

Item 8. Grade and branch of certifying officer

Item 9. Leave blank

Item 10. Leave blank.

Item 11. Leave blank.

PERFORMANCE MEASURES:

1. Submit a DA Form 3815 for each reporting period (each 24 hours beginning 0001 and ending 2400) in which SIDPERS Change Reports and/or Error Suspense Cards are submitted. SIDPERS Interface Branch negative reports are not needed. SIDPERS change reports for nonduty days are prepared and sent to the personnel office the next duty day.
2. Make sure each DA Form 3815 identifies the specific SIDPERS change reports and error suspense cards on the back of the carbon copy.

REFERENCE: DA Pam 600-8-1, Standard Installation/Division Personnel System (SIDPERS) Unit Level Procedures

093-425-5047

PREPARE DA FORM 4179-R, LEAVE CONTROL LOG FORM

CONDITION: Prepare a DA Form 4179-R, Leave Control Log. Use AR 630-5; a completed DA Form 31, Request and Authority for Leave; and a blank DA Form 4179-R.

STANDARD: Within 15 minutes, make sure that DA Form 4179-R, Leave Control Log, is filled out correctly as outlined in performance measures.

NOTE: In a battalion that has a Personnel Administration Center (PAC), the leave control log is maintained at battalion level by the PAC.

- PERFORMANCE MEASURES:**
1. Review completed DA Form 31 to make sure it is correct.
 2. Take appropriate information from DA Form 31, and enter it on DA Form 4179-R.
 3. Enter next consecutive control numbers in block 5 of DA Form 31 and on DA Form 4179-R. The control number starts with number 1 on the first day of each calendar year, and numbers are assigned consecutively until December 31 of the same year. If PCS enter PCS instead of normal control numbers.
 4. Pull the suspense copy of DA Form 31, attach it to the daily unit transmittal letter (UTL) and send both to the personnel office.
 5. Enter dates of UTL in the SUSPENSE COPY block of DA Form 4179-R.
 6. File other copies of DA Form 31 in suspense file pending further action.
 7. Pull the original copy of DA Form 31 when the individual returns, attach it to the daily UTL, and send both to the personnel office.
 8. Enter date of UTL in the ORIGINAL COPY block, DA Form 4179-R.
 9. File and keep completed DA Forms 4179-R for 1 year from end of calendar year.

REFERENCE: AR 630-5, Leave, Passes, Permissive Temporary Duty and Public Holidays

093-434-5819

MONITOR UNIT MAIL OPERATIONS

CONDITION: Monitor the unit mail operations, and determine if correct mail handling procedures are being followed. Use AR 65-1, AR 65-75, AR 340-2, AR 340-18-11, paper, pencil and clipboards.

STANDARD: Continually monitor the unit mail room to make sure all the mail gets delivered. Make sure all outgoing mail is sent on as quickly as possible at the posted scheduled times.

- PERFORMANCE MEASURES:**
1. Make sure you have all publications you need, to know how to run the mailroom.
 2. Verify that a postal officer is assigned and on orders to the mailroom (para 1-3, AR 65-75).
 3. Check that you have correctly filed the necessary documents, such as DD Form 285, Appointment of Military Postal Clerk, Unit Mail Clerk, or Mail Orderly (AR 342-2 or AR 342-18-11).
 4. Make sure documents about losses and shortages of mail are filed (AR 340-2 or 340-18-11).
 5. Make sure the mailroom is ready for inspection (AR 65-75) and the DD Form 1170, Unit Mail Service Inspection Checklist, and related documents are properly filed (AR 340-2 or 340-18-11).
 6. Make sure the unit mail clerk is forwarding mail correctly (AR 340-2 or AR 342-18-11).
 7. Make sure the unit has procedures for efficient mail delivery to troops in the field.
 8. Be sure mail locator card files are established and kept up (para 5-2, AR 65-75; AR 340-2 or AR 342-18-11).
 9. Make sure an authorization is on file for someone to pick up the mail of a person on a long TDY (AR 350-2 or AR 340-18-11).
 10. Make sure hours for collection and distribution of mail are posted on all unit mailboxes.
 11. See that a daily account is made for all registered, insured, and certified mail (para 4-4 and 4-5, AR 65-75).
 12. Make sure there are the proper facilities in the mailroom for protecting mail (para 2-3, AR 65-75).
 13. Be sure you know everyone who has keys assigned to the mailroom (para 2-3, AR 65-75).

REFERENCES: AR 65-1, Army Postal Operating Instructions
AR 65-75, Unit Mail Service
AR 340-2, Maintenance and Disposition of Records in TOE Units of the Active Army, the Army Reserve and the National Guard
AR 340-18-11, Maintenance and Disposition of Communications Functional Files

093-434-5823

ADVISE COMMANDER ON UNIT READINESS

CONDITION: You have to advise and help the commander determine unit readiness. You can do this task anywhere, anytime. Use unit statistical data; references listed at the end of this task; DA Form 2715, Unit Readiness Report Worksheet; pencil; and paper to find out unit readiness.

STANDARD: Complete DA Form 2715 as of the 20th of every month. Send it promptly enough to get to JCS within 5 working days after the 20th. The worksheet must be 100 percent complete and accurate.

PERFORMANCE MEASURES:

1. Study the references listed at the end of the task.
2. Collect the unit statistical data, such as:
 - equipment authorized and/or on hand
 - operational equipment
 - personnel: authorized, assigned, MOS trained, and/or rate of rate of turnover
3. Study the data.
4. Prepare DA Form 2715 (AR 220-1).
5. Give the form to the commander, and advise him orally of items not on the worksheet such as:
 - morale
 - leadership quality
 - training quality
 - equipment reliability

REFERENCES: AR 220-1, Unit Status Reporting
TM 38-750, The Army Maintenance Management System (TAMMS), Para 3-6
ACCP Subcourse IS 0271, Unit Readiness (Advanced)

121-020-3420

REVIEW MAINTENANCE OF THE PERSONNEL QUALIFICATION RECORDS (PQR), DA FORM 2

- CONDITION:** On a quarterly basis, service members are furnished a copy of their DA Form 2 which has been generated by the local SIDPERS interface Branch (SIB). The individual is required to review his DA Form 2 for accuracy, make notations of any incorrect data and return the DA Form 2, through his/her unit, to the MILPO, one of Records-Specialists will verify the changes and take appropriate action to have the soldier's records corrected. Your responsibility is to insure that this work is done properly. Given an updated copy of a service member's DA Form 2 which has been corrected (individual copy); a corrected DA Form 2, Military Personnel Records Jacket (MPRJ copy); access to AR 640-2-1, AR 680-29, DA Pam 600-8-2, Change Reports, relating to the DA Form 2, Reports of Change relating to the DA Form 2; the service member's MPRJ; standard office supplies; and equipment.
- STANDARD:**
1. Insure that DA Form 2 (MPRJ copy) is prepared consistent with the service member's corrections, (chapter 2, AR 640-2-1).
 2. Insure that DA Forms 3728 through 3732 were prepared when data changes on DA Form 2 required such action (AR 6880-29 and chapter 2, DA Pam 600-8-2).
 3. Insure that DA Forms 2876 are prepared when data changes on DA Form 2 require such action, according to chapter 5, AR 640-2-1.
 4. Disposition of all documents will be according to chapter 1, para 1-9, 1-13, 1-14; and chapter 5, para 5-2, 5-3 and 5-5; AR 640-2-1; and procedure 2-14, DA Pam 600-8-2.
- PERFORMANCE MEASURES:**
1. Scan the individual's copy of the DA Form 2 to determine what corrections have been annotated. (NOTE: Insure that the individual's MPRJ accompanies the DA Form 2 when corrections have been made.)
 2. If corrections have been annotated on the individual's copy of the DA Form 2, scan the copy of the DA Form 2 on file in the MPRJ to determine if changes have been noted and corrected.
 3. For corrections that have not yet been noted and corrected, insure that the incorrect data on the Record (original) copy of the DA Form 2 (maintained in the MPRJ) are lined out and the new data entered above the old.
 4. Insure that SIDPERS change reports have been submitted to update the DA Form 2 if changes in data have been made.
 5. If changes to data have been made on DA Form 2 for Officer or Warrant Officer personnel, insure that a Report of Charge (DA Form 2876) has been prepared.
 6. Return to your clerk for corrections any DA Form 2 (with MPRJ) that has not been corrected updated so that corrections and disposition can be made.

121-020-3420 (continued)

- REFERENCES:**
- AR 640-2-1, Personnel Qualification Records, chapters 2 and 5
 - AR 680-29, Military Personnel, Organization, and Type-of-Transaction Codes, Ch 11
 - DA Pam 600-8-2, Standard Installation, and Division Personnel System, (SIDPERS); Military Personnel Office Level Procedures
 - ACCP Subcourse AG 0309, Personnel Qualification Record, DA Form 2 and 2-1, Ch 3

121-020-3423

REVIEW THE MAINTENANCE OF THE PDC-SIDPERS, DA FORM 2475-2

CONDITION: The PDC-SIDPERS is a personnel management tool and an administrative instrument designed to record all information on an individual, whether or not reported to the SIDPERS Interface Branch (SIB), for legal, historical and other purposes. The PDC-SIDPERS provides commanders, First Sergeants and clerks with personnel information which assists in the preparation of personnel action requests and maintains an "audit trail" of transactions pertaining to the individual.

Given a prepared DA Form 2475-2 which has been submitted for review, access to DA Pams 600-8-1/2, AR 680-1, current PTRO with Error Suspense Cards and corresponding DA Forms 3728, personnel data which may affect the soldier's status, identification or location, standard office supplies and equipment.

- STANDARD:**
1. Insure that DA Form 2475-2 is posted according to chapter 5, DA Pam 600-8-1, and para 5-5, AR 680-1.
 2. Insure that disposition of DA Forms 2475-2 is made, (Chapter 5, Procedure 5-1, DA Pam 600-8-1, and para 5-6, AR 680-1).

NOTE: The PDC-SIDPERS may be reviewed for many reasons, a sequence of procedures being only appropriate to the type of review taking place. Discussed below are typical types of actions that require PDC review and are not presented in a particular sequence.

- PERFORMANCE MEASURES:**
1. One reason for PDC review is to match PDC entries with information contained on the PTRO. Locate the Shipment Control Number (SCN)/Date on the Personnel Transaction Register by Originator (PTRO) which is normally in the upper right part of the report.
 2. Once the SCN has been identified, locate the first processed transaction on the PTRO.
 3. Obtain the PDC-SIDPERS for the individual concerned and locate the transaction that matches the one on the PTRO.
 4. Insure that the SCN and cycle date have been entered in the Cycle/DATE column of Part II. See Figure 3423-1.
 5. Make sure that an "X" has been placed in the "P" block indicating that the transaction has been processed.
 6. If the transaction has processed with a non-essential error, check to see that the notation "NE error" has been placed in the remarks column.
 7. Locate the first unprocessed transaction on the PTRO.
 8. Again, obtain the PDC of the affected soldier and locate the transaction on the card.
 9. As with processed transaction, insure that the SCN and Cycle DATE have been entered in the CYCLE/DATE column.

121-020-3423 (continued)

NAME DOE JOHN WILLIAM			SSN 123-45-6789			
PART II						
SIDPERS TRANSACTION			DISPOSITION			
DATE REPORTED	ACTION REPORTED	EFFECTIVE DATE	INITIALS	CYCLE DATE	NOTE 1 P U	REMARKS
791216	ARR - 791215/CNGAAA/AZAC0/ AB19/E3A	791215	OK	LM/791217	X	
800214	DYST - PDY/HOS/0950	800213	OK	BC/800216	X	
800221	DYST - HOS/PDY/1425	800220	OK	BF/800224	X	NE error
801204	DPRT - AAEACO/AFRTSA/810103/ 3A1130	801203	OK	MK/801208	X	00141/MR 801214
801210	DPRT - AAZAC0AFRTSA/800103/ 381130	801203	OK	MR/801214	X	

DA FORM 2475-2

Figure 3423-1

10. Make sure that an "X" has been placed in the "U" block indicating that the transaction has not been processed.
11. Insure that the Error Control Number (which is located on the far right side of the PTRO on the same line as the transaction) has been placed in the remarks column.
12. When updated/corrected PTRO/Error Suspense cards are received, insure that the corrected transaction has been entered on the next unused line of the card to include the "Date Reported," "Action Reported" and "Effective Date" columns.
13. Receipt of Change Reports may also call for DA Form 2475-2 review.
14. Insure that the SCR's are posted in the SIDPERS Transaction Portion of Part II of the PDC-SIDPERS.
15. In the "Date Reported" column, make sure that the date the transaction is being reported to the SIDPERS Interface Branch(SIB) has been entered, bearing in mind that this should be the current day's date.
16. In the "Action Reported" column, check to see that the transaction mnemonic, followed by the action data, has been entered.
17. In the "Effective Date" column, insure that the effective date as entered on the SCR has been posted.
18. If any errors were noted during your review, return the PDC-SIDPERS and the SCR-s to the responsible clerk to correct those noted errors.

121-020-3423 (continued)

19. A change in personal information often results in PDC change. Check to see if a change in personal data requires a change in items 1-13 of Part I of the PDC-SIDPERS; if so, make sure that these changes in personal data have been made by procedures established in Chapter 5, DA Pam 600-8-1.
20. The status of a commander/designated Battalion PAC representative also impacts on a PDC. If the commander/designated Battalion PAC representative is departing on Permanent Change of Station (PSC) orders, insure that the commander/designated Battalion PAC representative has signed all PDC-SIDPERS in the Certificate Section and has entered the correct closing tenure date.
21. If a commander/designated Battalion PAC representative is departing on a PCS, check to see that a line has been drawn through the departing commander's or designated representative's grade, name and initials column on all PDC-SIDPERS.
22. Once you are sure that every line has been deleted, insure that the new commander's/designated Battalion PAC representative's grade and name are entered in the appropriate columns and that the initials of the individual have been obtained.
23. Now, check to see that the new commander's/designated Battalion PAC representative's beginning tenure date has been entered in the Certificate Section of the card.
24. If the soldier for whom the PDC has been prepared has departed on PCS or has been dropped from the rolls (DFR), check to see that the commander/designated Battalion PAC representative has affixed his/her signature and entered the date of the departuree or DFR from the unit in the Certificate Section.
25. Should the commander/designated Battalion PAC representative not be present for duty, and the soldier's departure has taken place, insure that the block title "Commander" in the Certificate Section has been changed to read "FOR THE COMMANDER."
26. When signing "FOR THE COMMANDER," the designated representative should have placed his/her signature and the date of the soldier's departure or DFR in the Certificate Section.
27. Additionally, insure that the statement required by paragraph 5-5h(2), AR 680-1, has been entered in the remarks section of Part I of the PDC-SIDPERS when the acting commander signs in lieu of the commander.
28. If any errors were noted during your review, return the PDC-SIDPERS to the responsible clerk to correct those noted errors and subsequent filing.

121-020-3423 (continued)

Black - Permanent Entries Red - Temporary Entries

PERSONNEL DATA - SIDPERS
For use of this form, see AR 600-1; the preparatory agency is MILPERCEN

DATA REQUIRED BY THE PRIVACY ACT

AUTHORITY Title 5, United States Code, Section 501
PRINCIPAL PURPOSE(S) a. Permanent historical and legal document pertaining to the individual shown thereon during the period of assignment/assignment with a specific unit.
b. Is the replacement document for the Morning Report (DA Form 1) for unit supported by the Standard Installation Division Personnel System (SIDPERS).
ROUTINE USES a. Provide unit/PAC clerk with personnel information which in conjunction with appropriate source documents enable the unit/PAC clerk to prepare SIDPERS change reports to update field and HQDA data base.
b. Recording of this change data on the reverse side Part II to provide an audit trail of incidents/occurrences.
c. Documented assigned/attached strength of the unit against return, unit strength reports and other strength related documents.
d. Recording of other personnel management data not otherwise shown elsewhere e.g. local address, phone number for emergency and alert purposes.
e. May be used as a substitute for the Personnel Action, DA Form 4187 as an evidentiary document in court-martial proceedings.
DISCLOSURE Mandatory disclosure of local address, telephone number, and name and address of next-of-kin is required for emergency notification. Failure to disclose these data could result in delayed notification of emergency to the soldier and/or next-of-kin.

PART I

ORGANIZATION (UPC) AAZACB
UNIT/STATION Co A, 4th Bn 69th
Div, Ft Jones, GA 30312

1. NAME (Last, First) DOE
2. SSN 123-45-6789
3. GRADE & PAY GRADE
4. BLOOD TYPE O POS
5. NUMBER
6. LOCAL ADDRESS (Include ZIP Code)
7. LOCAL PHONE NO
8. HOME OF RECORD
9. HIGHEST AWARDS
10. NOT SECONDARY (Show and date)
11. 12.

TENURE DATES
3 JUN 80
4 JUN 80
3 DEC 80

EDITION OF ACT STATEMENT

Presence of Commander as of 3 Dec 80.

COMMANDER'S OR AUTHORIZED REPRESENTATIVE'S GRADE NAME AND INITIALS

GRADE	NAME	INITIALS	GRADE	NAME	INITIALS
CPT	OSCAR L. SHULTZ	OSR	CPT	WILLIAM J. JONES	WJF
1SG	B. R. SMITH	BRS			
1SG	JAMES D. SPOONER	JDS			
1LT	OTTO MOORE	OM			

CERTIFICATE
I certify that the initials appearing above opposite the name and on the reverse side of this form are those of myself as Commander designated by PAC representative or by authorized representative. I further certify that the entry on the reverse side is initiated by a true statement as pertains to the individual indicated herein for the reporting period.

COMMANDER	TENURE DATES	COMMANDER	TENURE DATES
COMMANDER	15 DEC 79	COMMANDER	
COMMANDER	3 JAN 80	COMMANDER	
COMMANDER	4 JUN 80	COMMANDER	
COMMANDER	3 DEC 80	COMMANDER	

DA FORM 2475-2
1 OCT 77

EDITION OF 1 JAN 76 AND DA FORM 2475-2A PRIVACY ACT STATEMENT 26 SEP 76 ARE OBSOLETE

Figure 3423-2

REFERENCES: DA Pam 600-8-1, Standard Installation/Division Personnel System; (SIDPERS); Unit Level Procedures

AR 680-1, Unit Strength Accounting and Reporting

AG Subcourse 0330; SIDPERS for the Unit Level

121-030-5003

**MAINTAIN ACCOUNTABILITY OF PERSONNEL
(STATUS REPORT, CASUALTY REPORT)**

CONDITION: As a First Sergeant, you must account for all persons assigned and attached to your unit. Casualty reporting procedures are prescribed by regulation. But the Status Report format and procedures are prescribed by local policy. This summary outlines in a general way how accountability is maintained.

Given: a requirement to submit a Daily Status Report and access to AR 600-10; the current Unit Roster; local standing operating procedure (SOP) on Status Reports; hospital admission reports; reports from platoon leaders, platoon sergeants, section chiefs, charge of quarters, staff duty officer, staff duty NCO and military police; and standard office supplies.

STANDARD:

1. Assure that all personnel assigned and attached to your unit are accounted for (as present for duty, on leave, in hospital, AWOL, and so on).
2. Assure that reports of casualties are forwarded to the responsible reporting official (AR 600-10).
3. Assure that the Status Report is prepared and forwarded IAW local SOP.

PERFORMANCE MEASURES:

1. Determine whether or not any assigned/attached personnel are not present for duty. Reports from platoon leaders, platoon sergeants, section chiefs, charge of quarters, staff duty officer, staff duty NCO, military police, hospital admissions are examples of sources of information you may use.
2. Determine the status of each soldier not present for duty. That is, determine who is on leave, in the hospital, AWOL and so forth. Obtain this information from reporting sources mentioned in performance measure 1.
3. By category, list personnel not present for duty. Follow your local SOP.
4. Subtract the total number of personnel not present for duty from the assigned/attached strength total. This will give you the number of personnel present for duty.
5. If there have been any casualties (deaths, injuries, illnesses), forward the appropriate data to the responsible reporting official using local SOP (chap 2, AR 600-10).
6. Prepare your Status Report in the format required by your local SOP and forward it to the next higher headquarters.

REFERENCE: AR 600-10, The Army Casualty System

Chapter 3

DUTY POSITION TASKS

SKILL LEVEL 4

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SKILL LEVEL 5

031-503-4001

SUPERVISE UNIT DECONTAMINATION OF EQUIPMENT

CONDITION: Given TM 3-220, unit equipment contaminated with an identified NBC agent, the requirement to decontaminate to an acceptable level (specified by the commander), and the availability of decontaminates as follows:

- a. Natural - includes aging, weathering, fire, earth, and water.
- b. Standard - STB, DS2, M13 decontaminating and reimpregnating kit, and the M258 skin decontaminating kit.
- c. Miscellaneous - includes soap, detergent, solvents, absorbents, and explosives.

STANDARD: Standard is met when you complete the following actions:

- 1. Contamination is reduced to an acceptable level.
- 2. The equipment being decontaminated is usable after decontamination.

PERFORMANCE MEASURES:

- 1. Determine what equipment requires decontamination.
- 2. Select decontaminates.
- 3. Designate personnel to do the work.
- 4. Insure they wear appropriate protective equipment.
- 5. Establish priorities for decontamination; for example, those items needed first, will be decontaminated first.
- 6. Select a site for decontamination operations that is:
 - a. Accessible to a suitable water source.
 - b. Located downwind from friendly personnel.
 - c. Located so that contaminated waste can be destroyed or controlled (burned or buried normally).
 - d. Capable of providing tactical protection to troops engaged in decontamination.
 - e. Capable of providing concealment or is camouflaged.
 - f. Located in an uncontaminated area.
- 7. Rotate crews or allow for frequent rest breaks.
- 8. Check decontamination procedures to insure they are appropriate.
- 9. Have operators check the equipment with radiacmeters or chemical detector kits to determine when the acceptable level of decontamination has been reached.
- 10. When this level has been reached, bring the decontamination operations to an end.

REFERENCE: TM 3-220, Chemical, Biological, and Radiological Decontamination

031-503-4002

EMPLACE AUTOMATIC CHEMICAL AGENT ALARM SYSTEM

- CONDITION:** In an area where chemical agents could be employed, given FM 21-40, TM 3-6665-225-12, the automatic chemical agent alarm system, as much telephone cable (WD-1) as required, and the requirement to set up the system for stationary or mobile operations.
- STANDARD:**
1. The system is emplaced for stationary operation so that the detector or unit is oriented upwind of the position being protected and at an optimum distance (normally 150 meters) from the unit location being protected.
 2. The system is emplaced for mobile operation with the advance, rear, and upwind flank security elements.
- PERFORMANCE MEASURES:**
- A. Emplace the Alarm System for Stationary Operations.
1. Determine the wind direction.
 2. Position the available detector units upwind of the nearest position to be protected. The optimum distance is considered to be 150 meters. The actual location of detector must consider:
 - a. The mission-oriented protective posture (MOPP) of the unit. The higher the protective posture, the closer the detectors may be placed.
 - b. The terrain. The more broken the terrain, the closer the detectors should be placed.
 - c. The delivery threat. If the major danger is direct (on-target) attack, the closer the detectors should be placed.
 3. Space the available detector units approximately 300 meters apart. (Figures 1 and 2 give examples of a six- and four-detector array.)
 4. Insure that each detector unit is connected to an alarm unit with telephone cable (WD-1).
 5. Position the alarm units near radio/telephone communications to facilitate alerting the unit in the event of attack. Don't remote the alarms more than 400 meters from the detectors.
- B. Emplace the Alarm System for Mobile Operations.
1. Determine the wind direction.
 2. Dependent on the number of systems available, position the systems with the advance, upwind, and rear security elements, in that order of priority.
 3. Direct the personnel close to the alarm to assume an increased protective posture due to the very short warning time. When actually moving all personnel should be in maximum protection.

031-503-4002 (continued)

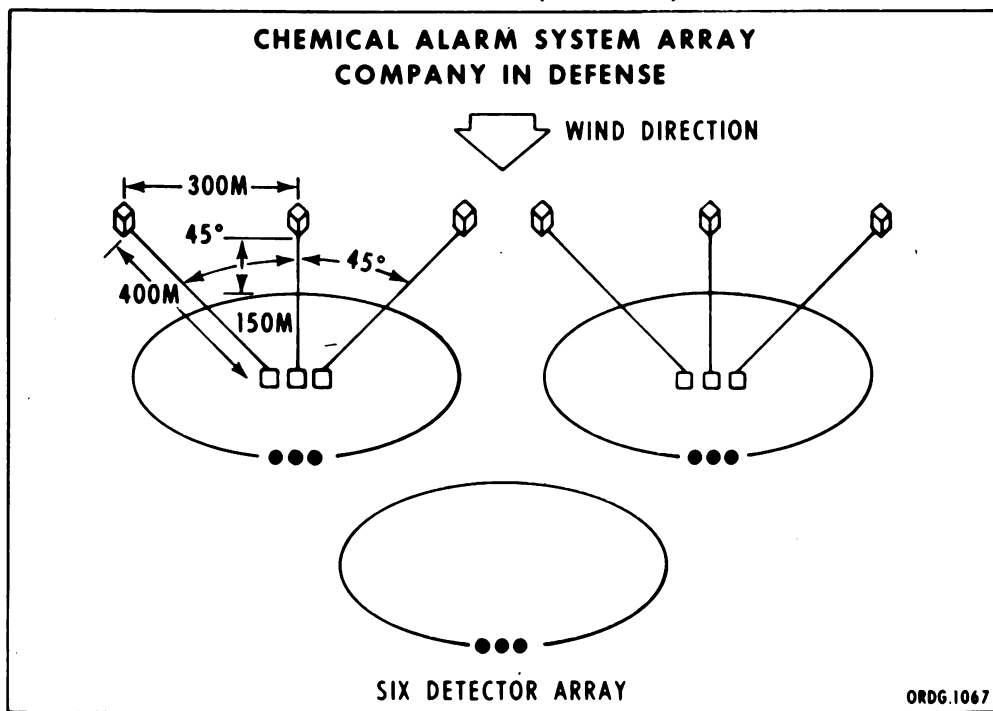


Figure 1

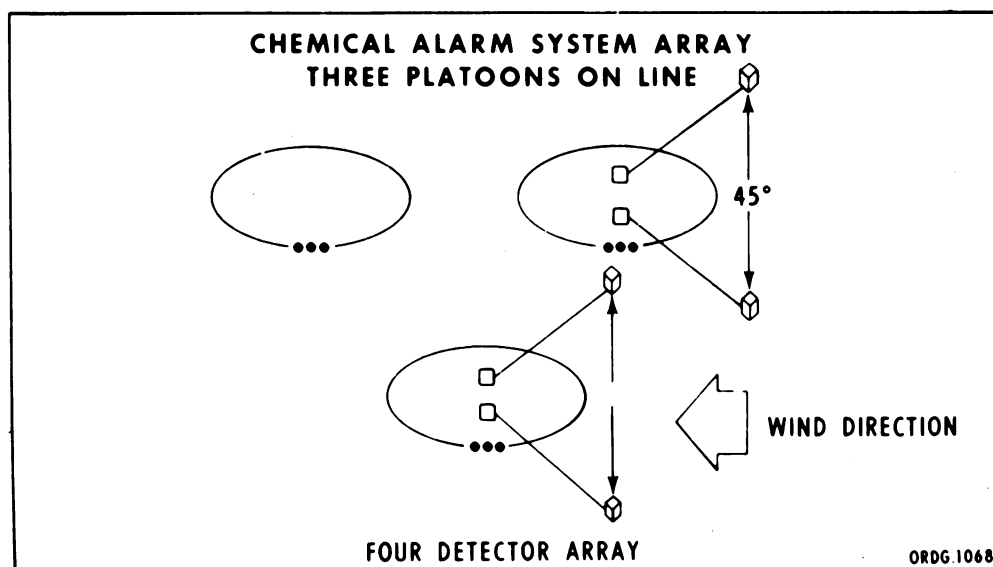


Figure 2

REFERENCES: FM 21-40, NBC (Nuclear, Biological and Chemical) Defense
 TM 3-6665-225-12, Alarm, Chemical Agent, Automatic: Portable

SKILL LEVEL 4

093-425-4033

PREPARE REQUISITIONS FOR DA PUBLICATIONS

CONDITION: Do this task in a maintenance shop. AR 310-1, AR 310-2, and DA Pam 310-10 can be used. You need DA Form 12 series and DA Form 17.

STANDARD: Task standard is met when you complete the following actions:

1. Verify what publications are needed.
2. Order the publications not on hand.
3. Verify DA Form 12 series on file are up to date.

PERFORMANCE MEASURES:

1. Review DA Pam indexes for needed publications.
2. Review DA Form 12 series (subscription forms) that have been submitted for requirements for publications.
3. Fill out and send initial or change requirements on DA Form 12 series to the right publications center.
4. Review all publication center letters for new publications and take action to get the publications needed.
5. Review the need for changes in requirements for publications and submit the correct DA Form 12 series to the right publications center.
6. Fill out DA Form 17 for resupply of publications or to get publications not received by automatic distribution.

REFERENCES: AR 310-1, Publications, Blank Forms and Printing Management
AR 310-2, Identification and Distribution of DA Publications and Issue of Agency and Command Administrative Publications
DA Pam 310-10, Guide for Publications Supply Personnel

093-409-4101

MONITOR PERFORMANCE OF TECHNICAL INSPECTIONS

CONDITION: You are required to monitor technical inspections to be sure proper procedures are followed and that the Army Maintenance Management System (TAMMS) forms are completed. AR 750-1, FM 9-59, TM 38-750, and applicable equipment TM's will be provided.

STANDARD: Do performance measures correctly according to procedures in FM 9-59, TM 38-750, and equipment TM's.

PERFORMANCE MEASURES:

1. Spot-check technical inspection procedures (FM 9-50).
2. Provide technical assistance as required (FM 9-59).
3. Be sure entries on TAMMS Forms are correct (chap 3, TM 38-750).

REFERENCES: AR 750-1, Army Materiel Maintenance Concepts and Policies
 FM 9-59, Missile Support Unit Operations
 TM 38-750, TAMMS

SKILL LEVEL 4

093-409-4103

MONITOR BENCH STOCK OPERATIONS

CONDITION: Given AR 710-2 and FM 29-25, you must monitor the bench stock in your section.

NOTE: Bench stock consists of common hardware, resistors, capacitors, wire, and sandpaper that is stored close to, or in work areas to provide repairers direct access to the supplies.

STANDARD: Do performance measures correctly according to AR 710-2 and FM 29-25.

PERFORMANCE MEASURES:

1. Make sure bench stock consists of low cost expendable items (chap 3, AR 710-2).
2. Be sure stock is stored in or close to work area.
3. Check stock levels, resupply if needed (chap 3, AR 710-2).
4. Check locator cards for accuracy (chap 3, AR 710-2).
5. Delete and return items not required (chap 3, AR 710-2).

REFERENCES: AR 710-2, Materiel Management for Using Units, Support Units and Installations
FM 29-25, Direct Exchange, Shop Supply and Operational Readiness Procedures
ACCP Subcourse QM 0435, Management and Accounting Procedures for DX

093-409-4104

MONITOR MAINTENANCE SUPPORT TEAM OPERATIONS

CONDITION: Monitor maintenance support teams in rendering service to supported unit's equipment onsite. The effective performance of the team services is largely dependent upon the competence of personnel used, and the time required for the team to respond. You need FM 9-59 and TM 38-750.

NOTE: This team responds to emergency or routine requests, goes to site, performs repairs, and when completed, returns to the maintenance facility.

STANDARD: Do performance measures as outlined in FM 9-59 and TM 38-750.

- PERFORMANCE MEASURES:**
1. Check DA Form 2407 (Maintenance Request) for accuracy to make sure specified data on the malfunction is received from the user (FM 9-59).
 2. Establish equipment, manpower, and parts requirements (FM 9-59).
 3. Make sure team leaves on time (FM 9-59).
 4. Check in with using unit maintenance officer, or senior NCO upon arrival.
 5. Check to make sure team is performing repair requirements in a safe, practical and expedient manner (FM 9-59).
 6. Tell the unit when repairs are done and any other pertinent information before leaving the site (FM 9-59).
 7. Verify proper completion of maintenance forms and equipment logbook entries if required (chaps 3 and 5, TM 38-750).
 8. Be sure team briefs maintenance shop officer after returning to the support unit.

REFERENCES: FM 9-59, Missile Support Unit Operations
FM 38-750, TAMMS
ACCP Subcourse MM 0904, Contact Team Operations

SKILL LEVEL 4

093-409-4106

MONITOR DEMAND SUPPORTED SHOP STOCK OPERATIONS

- CONDITION:** Given AR 710-2 and FM 29-25, monitor demand supported stock to be sure the stockage objective for the maintenance shop is met.
- STANDARD:** Do performance measures as outlined in AR 710-2; and chapter 3, section III, FM 29-25.
- PERFORMANCE MEASURES:**
1. Check to be sure stock items are based on three demands in 180 days or are anticipated requirements for programed repair (para 3-15, FM 29-25).
 2. Maintain controls and records (para 3-15, FM 29-25).
 3. Check seasonal items for proper retention (para 3-19, FM 29-25).
 4. Turn in items that do not qualify for retention (para 3-19, FM 29-25).
- REFERENCES:** AR 710-2, Material Management for Using Units, Support Units and Installations
FM 29-25, Direct Exchange, Shop Supply and Operational Readiness Float Procedures

093-409-4107

**COORDINATE EVACUATION OF UNSERVICEABLE
REPAIRABLE EQUIPMENT**

- CONDITION:** Given AR 750-1 and the proper equipment technical manuals, coordinate the evacuation of repairable equipment that is beyond the authority or capability of your section or organization to repair. You must evacuate equipment to the next higher level of maintenance.
- STANDARD:** Do performance measures as outlined in chapter 3, section III, AR 750-1; and the proper equipment technical manuals for the equipment being repaired.
- PERFORMANCE MEASURES:**
1. Assign enough qualified personnel to the evacuation mission.
 2. Do authorized maintenance within the capability and time limitations of your organization.
 3. Make sure proper transportation is requested and available for items being evacuated.
 4. Make sure all functional components accompany the items.
 5. Check equipment to be sure adequate packing, packaging, preservation and storage methods are used to prevent damage or loss of items in transit.
 6. Check TAMMS record and forms for completeness.
 7. Coordinate the time of evacuation with receiving organization, if possible.
- REFERENCES:** AR 750-1, Army Material Maintenance Concepts and Policies
TM 38-750, TAMMS

SKILL LEVEL 4

093-409-4112

COORDINATE REPAIR ACTIVITIES BETWEEN REPAIR SECTIONS AND PRODUCTION CONTROL (PC)

CONDITION: Given FM 9-59, coordinate with PC to set up job priorities and speed up the flow of work in your section. This task will be done in a DS/GS shop.

STANDARD: Do performance measures correctly according to FM 9-59.

PERFORMANCE MEASURES:

1. Be sure repair section receives correct job order worksheet and equipment.
2. Control job movement to other work sections.
3. Return of all equipment worksheets to PC when completed or when it is determined the item is not repairable.
4. Be sure parts request and worksheets are properly completed when item goes to awaiting parts section.
5. Be sure completed work gets final inspection by quality control (QC) before being returned to PC.

REFERENCES: FM 9-59, Missile Support Unit Operations
FM 29-23, Direct Support Maintenance Operations (Nondivisional)
TM 38-750, TAMMS

093-409-4174

**COORDINATE ACTIVITIES BETWEEN PRODUCTION CONTROL
AND TECHNICAL SUPPLY**

CONDITION: Given AR 710-2 and FM 9-59, coordinate repair parts requisitions with technical supply. You must do this to be sure that the flow of repair parts to repair sections is adequate and on time.

STANDARD: Do performance measures as outlined in AR 710-2 and FM 9-59.

PERFORMANCE MEASURES:

1. Make sure there is a timely parts flow between technical supply, shop supply, and repairer.
2. Monitor direct exchange operation.
3. Take followup action on requisitions for repair parts.

REFERENCES: AR 710-2, Material Management for Using Units, Support Units and Installations
FM 9-59, Missile Support Unit Operations
ACCP Subcourse OD 0908, Army Calibration

SKILL LEVEL 4

093-409-4176

MONITOR ACTIVITIES OF DIRECT EXCHANGE (DX)

CONDITION: Given FM 29-25 and TM 38-750, you must be sure that established procedures for DX are followed.

STANDARD: Do performance measures as outlined in chapter 2, FM 29-25 and TM 38-750.

PERFORMANCE MEASURES:

1. Check to make sure DA Form 2407 (Maintenance Request) is prepared for unserviceable turn-in.
2. Check to make sure correct data is on DA Form 3029-R, (DX Accounting Record (LRA)).
3. Direct unserviceable item to proper repair section.
4. Check to make sure requests from supported units submitted on DA Form 2765-1 Request for Issue or Turn-in) are processed.
5. Check to make sure forms and records of DX actions are prepared correctly.
6. Check to make sure the forms and records are maintained correctly.

REFERENCES: FM 29-25, Direct Exchange, Shop Supply and Operational Readiness Float Procedures
TM 38-750, TAMMS
ACCP Subcourse QM 0435, Management and Accounting Procedures for Direct Exchange, Maintenance Float Shop Stock and Cannibalization Point Operations

093-409-4177

DIRECT RECONCILIATION OF PRODUCTION CONTROL OPERATION

CONDITION: Given FM 9-59 and TM 38-750, you must make sure the production control board, document register for supply action, tub file, and the maintenance request register agree with each other.

STANDARD: Do performance measures in order and as outlined in FM 9-59 and TM 38-750.

- PERFORMANCE MEASURES:**
1. Cross-check the DA Form 2405 (Maintenance Request Register) with the DA Form 2407 (Maintenance Requests) in the tub file.
 2. Cross-check the parts requisition file with the DA Form 2405 (Maintenance Request Register).
 3. Insure the DA Form 2064 (Document Register for Supply Action) agrees with the due-in suspense file, DA Form 2765 (Request for Issue or Turn-in) and DD Form 1348 (DOD Single Line Item Requisition System Document (Manuals)).
 4. Insure the parts requisition file agrees with DA Form 2064 and DA Form 2765-1 (Request for Issue or Turn-in).
 5. Cross-check parts control file with production control board.
 6. Compare awaiting parts section of production control board with awaiting parts section of tub file.
 7. Cross-check evacuation section of production control board with DA Form 2405 and DA Form 2407.
 8. Check DA Form 2407 (first copy) to make sure it agrees with production control board and DA Form 2405.

REFERENCES: FM 9-59, Missile Support Unit Operations
TM 38-750, TAMMS
ACCP Subcourse MM 0101, Missile Support Operations

SKILL LEVEL 4

093-409-4179

MONITOR MAINTENANCE REPORTING AND MANAGEMENT (MRM) DATA

CONDITION: You must monitor the MRM system when your unit support maintenance function is under the combat service support system. TM 38-L09-11, unit SOP and all required files and data are available.

STANDARD: Do performance measures as outlined in TM 38-L09-11.

PERFORMANCE MEASURES:

1. Compare MRM input data with output data for errors.
2. Review repair parts procedures of maintenance control system.
3. Spot check maintenance control file.
4. Review section control file.

REFERENCE: TM 38-L09-11, Functional Users Manual for Combat Service Support System (CS3); Maintenance Reporting and Management (MRM)

093-425-4041

COORDINATE ISSUE AND EVACUATION OF FLOAT EQUIPMENT

CONDITION: Do this task in the maintenance shop area. Use referenced publications. Coordinate the issue of the operational readiness float, the evacuation of excess operational readiness float, the evacuation of excess equipment, and equipment not repairable this station (NRTS). You need a completed DA Form 2402 (Exchange Tag), DA Form 2765-1 (Request for Issue or Turn-in), and the blue copy of DA Form 2407 (Maintenance Request).

STANDARD: Standards are met when you complete the following actions within 1 hour.

1. Coordinate the issue of the operational readiness float equipment.
2. Coordinate the evacuation of excess equipment or equipment NRTS.
3. Verify the correct status of equipment, inspections, forms and records.

**PERFORMANCE
MEASURES:**

1. Determine the reason for evacuation of equipment such as:
 - a. Excess equipment on hand (chap 3, AR 750-1).
 - b. NRTS (chap 3, TM 38-750).
 - c. Unserviceable equipment (chap 3, AR 750-1).
2. Make sure a technical inspection is done before equipment is evacuated (FM 9-59, chap 3, FM 29-23, chap 3, TM 38-750, and chap 3, AR 750-1).
3. Make sure the correct forms and records are prepared to go with the equipment that is:
 - a. Excess on hand (chap 3, AR 710-2).
 - b. NRTS (chap 3, FM 29-23, FM 9-59, chap 3, TM 38-750).
4. Coordinate issue of operational readiness float equipment (FM 9-59).
5. Arrange for transportation of the equipment.

REFERENCES: AR 710-2, Materiel Management for Using Units, Support Units and Installations
AR 750-1, Army Material Maintenance Concepts and Policies
FM 9-59, Missile Support Unit Operations
FM 29-23, Direct Support Maintenance Operations (nondivisional)
TM 38-750, TAMMS

SKILL LEVEL 4

093-425-4043

PREPARE MISSILE MATERIEL READINESS REPORT

- CONDITION:** Do this task in a maintenance shop. Use Army Regulation 750-40 and complete DA Forms 3266, 3266-1 and 3266-2-R.
- STANDARD:** Task standard is met when all the required forms have been completed satisfactorily according to the performance measures for this task.
- PERFORMANCE MEASURES:**
1. Determine the equipment to be reported (AR 750-40).
 2. Compute Readiness ratings (AR 750-40).
 3. Prepare DA Form 3266 (Missile Equipment Status Report) (STAPORT) (AR 750-40).
 4. Prepare DA Form 3266-1 (Missile Readiness Report) (AR 750-40).
 5. Determine security classification of Missile Materiel Readiness Report (AR 750-40).
 6. Prepare DA Form 3266-2-R (Materiel Readiness Report Monthly Worksheet) (AR 750-40).
- REFERENCE:** AR 750-40, Missile Materiel Readiness Report

093-425-4061**MONITOR OPERATIONAL READINESS OF SUPPORTED MISSILE SYSTEM**

- CONDITION:** You are given information from equipment density listings, and FM 29-23. Do this task in the shop office.
- STANDARD:** Prepare and maintain a current Equipment Density Chart (Status Board) that indicates the operational readiness of all equipment.
- PERFORMANCE MEASURES:**
1. Devise an Equipment Density Chart (Status Board).
 2. Originate a plan to determine equipment status change on a timely basis.
 3. Establish criteria to reflect unit readiness status.
- REFERENCE:** FM 29-23, Direct Support Maintenance Operations (Nondivisional)

093-425-4048

DIRECT MAINTENANCE SHOP SUPPLY ACTIVITIES

- CONDITION:** Do this task in a maintenance shop. You need the following:
1. AR 710-2, Material Management for Using Units, Support Units and Installations
 2. FM 9-59, Missile Support Unit Operations
 3. FM 29-23, Direct Support Maintenance Operations (Nondivisional)
 4. DA Form 2064 (Document Register for Supply Action)
 5. DA Form 3318 (Record of Demands - Title Insert)
 6. BENCH STOCK locator cards
- STANDARD:** Complete performance measures in sequence. Use the references.
- PERFORMANCE MEASURES:** MAKE SURE:
1. The reference library for shop supply is set up and kept current (FM 9-59).
 2. BENCH STOCK levels are set up (FM 9-59 and FM 29-23).
 3. BENCH STOCK is restocked as needed (FM 9-59 and FM 29-23).
 4. BENCH STOCK locator cards are kept up-to-date (FM 9-59 and FM 29-23).
 5. A DEMAND SUPPORTED supply level is set up (FM 9-59).
 6. DEMAND SUPPORTED levels are maintained.
 7. DA Form 2064 is maintained accurately (FM 9-59, chap 3, FM 29-23, and chap 2 AR 710-2).
 8. Shop supply procedures are followed (FM 9-59).
- REFERENCES:** AR 710-2, Materiel Management for Using Units, Support Units and Installations
FM 9-59, Missile Support Unit Operations
FM 29-23, Direct Support Maintenance Operations (Nondivisional)

093-425-4049

**MONITOR ORGANIZATIONAL MAINTENANCE ON THE OPERATIONAL
READINESS FLOAT (ORF) EQUIPMENT**

- CONDITION:** Do this task in a maintenance shop area. To monitor the performance of scheduled maintenance, you need the referenced publications and DA forms 2404 and 2407.
- STANDARD:** Task standard is met when you satisfactorily complete the performance measures below. Follow all safety rules.
- PERFORMANCE MEASURES:**
1. Check to make sure organizational maintenance is scheduled at proper intervals (TM 38-750, FM 29-2 and AR 750-1).
 2. Assign personnel to do organizational maintenance on the equipment.
 3. Check to make sure the right equipment publications are used by maintenance personnel (FM 9-59).
 4. Check to make sure DA Form 2404 (Equipment Inspection and Maintenance Worksheet) is being used (TM 38-750).
 5. Check to make sure equipment faults listed on DA Form 2404 are recorded in block 16 of DA Form 2407 (Maintenance Request) (TM 38-750).
 6. Check to make sure all bad parts are turned in for repair or direct exchange (FM 9-59 and FM 29-23).
 7. Check to make sure all float equipment is fixed.
 8. Evaluate the organization's maintenance program to make sure it is adequate for keeping equipment in good condition (DA Pam 750-1 and FM 9-59).
 9. Check to make sure all faults found in the organization's maintenance program are corrected.
- REFERENCES:**
- AR 750-1, Army Materiel Maintenance concepts and Policies
 - DA Pam 750-1, Maintenance Guide for Learners
 - FM 9-59, Missile Support Unit Operations
 - FM 29-2, Organizational Maintenance Operations
 - FM 29-23, Direct Support Maintenance Operations (Nondivisional)
 - TM 38-750, TAMMS

SKILL LEVEL 4

093-425-4050

MONITOR SUPPORT MAINTENANCE ON THE IMPROVED BATTERY CONTROL CENTRAL (IBCC) AN/TSW-8

CONDITION: Do this task in a maintenance shop area or onsite. Receipt of a maintenance request starts this task. You need the referenced publications and applicable equipment manuals.

STANDARD: Task standard is met when you complete the following actions:

1. Verify receipt of a valid maintenance request.
2. Verify logistic support requirements are complete if work is done onsite.
3. Verify performance measures 1 through 7 below are complete.
4. Make sure that all safety rules are followed.

PERFORMANCE MEASURES:

1. Check to make sure repairers have picked up all the required forms from production control (chap 4, FM 29-23).
2. Check to make sure all repair parts listed in production control are picked up (chap 4, FM 29-23).
3. Perform in process inspections (FM 9-59).
4. Provide technical assistance to repairers.
5. Check to make sure all repairs are done correctly.
6. Check to make sure the quality of the work is good (chap 2, TM 750-245-4).
7. Check to make sure all paper work is properly completed and turned in to production control (chap 8, FM 29-23).

REFERENCES: FM 9-59, Missile Support Unit Operations
FM 29-23, Direct Support Maintenance Operations (Nondivisional)
TM 38-750, TAMMS
TM 750-245-4, QA/QC

093-425-4051

**MONITOR SUPPORT MAINTENANCE ON THE IMPROVED PLATOON
COMMAND POST (IPCP) AN/MSW-11**

CONDITION: Do this task in a maintenance shop area or onsite. Receipt of a maintenance request starts this task. You need the referenced publications and applicable equipment manuals.

STANDARD: Task standard is met when you complete the following actions:

1. Verify receipt of a valid maintenance request.
2. Verify logistic support requirements are complete if work is done onsite.
3. Verify performance measures 1 through 7 below are complete.
4. Make sure that all safety rules are followed.

PERFORMANCE MEASURES:

1. Check to make sure repairers have picked up all the required forms from production control (chap 8, FM 29-23).
2. Check to make sure all repair parts listed by production control are picked up (chap 8, FM 29-23).
3. Perform in process inspections (chap 8, FM 9-59).
4. Provide technical assistance to repairers.
5. Check to make sure all repairs are done correctly.
6. Check to make sure the quality of the work is good (chap 2, TM 750-245-4).
7. Check to make sure all paper work is properly completed and turned in to production control (chap 8, FM 29-23).

REFERENCES: FM 9-59, Missile Support Unit Operations
FM 29-23, Direct Support Maintenance Operations (Nondivisional)
TM 38-750, TAMMS
TM 750-245-4, QA/QC

SKILL LEVEL 4

093-425-4052

MONITOR SUPPORT MAINTENANCE ON THE IMPROVED INFORMATION AND COORDINATION CENTRAL (ICC) AN/MPQ-95

CONDITION: Do this task in a maintenance shop area or onsite. Receipt of a maintenance request starts this task. You need the referenced publications and applicable equipment manuals.

STANDARD: Task standard is met when you complete the following actions:

1. Verify receipt of a valid maintenance request.
2. Verify logistic support requirements are complete if work is done onsite.
3. Verify performance measures 1 through 7 below are complete.
4. Make sure that all safety rules are followed.

PERFORMANCE MEASURES:

1. Check to make sure repairers have picked up all the required forms from production control (chap 8, FM 29-23).
2. Check to make sure all repair parts listed by production control are picked up (chap 8, FM 29-23).
3. Perform in process inspections (chap 8, FM 9-59).
4. Provide technical assistance to repairers.
5. Check to make sure the quality of the work is good (chap 2, TM 750-245-4).
7. Check to make sure all paper work is properly completed and turned in to production control (chap 8, FM 29-23).

REFERENCES: FM 9-59, Missile Support Unit Operations
FM 29-23, Direct Support Maintenance Operations (Nondivisional)
TM 38-750, TAMMS
TM 750-245-4, QA/QC

093-425-4053

**MONITOR SUPPORT MAINTENANCE ON THE IMPROVED PULSE
ACQUISITION RADAR (IPAR) AN/MPQ-50**

CONDITION: Do this task in a maintenance shop area or onsite. Receipt of a maintenance request starts this task. You will need the referenced publications and applicable equipment manuals.

STANDARD: Task standard is met when you complete the following actions:

1. Verify receipt of a valid maintenance request.
2. Verify logistic support requirements are complete if work is done onsite.
3. Verify performance measures 1 through 7 below are complete.
4. Make sure that all safety rules are followed.

PERFORMANCE MEASURES:

1. Check to make sure repairers have picked up all the required forms from production control (chap 8, FM 29-23).
2. Check to make sure all repair parts listed by production control are picked up (chap 8, FM 29-23).
3. Perform in process inspections (chap 8, FM 9-59).
4. Provide technical assistance to repairers.
5. Check to make sure all repairs are done correctly.
6. Check to make sure the quality of the work is good (chap 2, TM 750-245-4).
7. Check to make sure all paper work is properly completed and turned in to production control (chap 8, FM 29-23).

REFERENCES: FM 9-59, Missile Support Unit Operations
FM 29-23, Direct Support Maintenance Operations (Nondivisional)
TM 38-750, TAMMS
TM 750-245-4, QA/QC

093-425-4054

**MONITOR SUPPORT MAINTENANCE ON THE IMPROVED RANGE
ONLY RADAR (IROR) AN/MPQ-51**

CONDITION: Do this task in a maintenance shop area or onsite. Receipt of a maintenance request starts this task. You will need the referenced publications and applicable equipment manuals.

STANDARD: Task standard is met when you complete the following actions:

1. Verify receipt of a valid maintenance request.
2. Verify logistic support requirements are complete if work is done onsite.
3. Verify performance measures 1 through 7 below are complete.
4. Make sure that all safety rules are followed.

**PERFORMANCE;
MEASURES:**

1. Check to make sure repairers have picked up all the required forms from production control (chap 7, FM 29-23).
2. Check to make sure all repair parts listed by production control are picked up (chap 7, FM 29-23).
3. Perform in process inspections (FM 9-59).
4. Provide technical assistance to repairers.
5. Check to make sure all repairs are done correctly.
6. Check to make sure the quality of the work is good (chap 2, TM 750-245-4).
7. Check to make sure all paper work is properly completed and turned in to production control (chap 7, FM 29-23).

REFERENCES: FM 9-59, Missile Support Unit Operations
FM 29-23, Direct Support Maintenance Operations (Nondivisional)
TM 38-750, TAMMS
TM 750-245-4, QA/QC

093-425-4055

**MONITOR SUPPORT MAINTENANCE ON THE IMPROVED CONTINUOUS
WAVE ACQUISITION RADAR (ICWAR) AN/MPQ-48**

CONDITION: Do this task in a maintenance shop area or onsite. Receipt of a maintenance request starts this task. You will need the referenced publications and applicable equipment manuals.

STANDARD: Task standard is met when you complete the following actions:

1. Verify receipt of a valid maintenance request.
2. Verify logistic support requirements are complete if work is done onsite.
3. Verify performance measures 1 through 7 below are complete.
4. Make sure that all safety rules are followed.

PERFORMANCE MEASURES:

1. Check to make sure repairers have picked up all the required forms from production control (chap 7, FM 29-23).
2. Check to make sure all repair parts listed by production control are picked up (chap 7, FM 29-23).
3. Perform in process inspections (FM 9-59).
4. Provide technical assistance to repairers.
5. Check to make sure all repairs are done correctly.
6. Check to make sure the quality of the work is good (chap 2, TM 750-245-4).
7. Check to make sure all paper work is properly completed and turned in to production control (chap 7, FM 29-23).

REFERENCES: FM 9-59, Missile Support Unit Operations
FM 29-23, Direct Support Maintenance Operations (Nondivisional)
TM 38-750, TAMMS
TM 750-245-4, QA/QC

093-425-4056

**MONITOR SUPPORT MAINTENANCE ON THE IMPROVED HIGH
POWERED ILLUMINATOR RADAR (IHIPIR) AN/MPQ-46**

CONDITION: Do this task in a maintenance shop area or onsite. Receipt of a maintenance request starts this task. You will need the referenced publications and applicable equipment manuals.

STANDARD: Task standard is met when you complete the following actions:

1. Verify receipt of a valid maintenance request.
2. Verify logistic support requirements are complete if work is done onsite.
3. Verify performance measures 1 through 7 below are complete.
4. Make sure that all safety rules are followed.

PERFORMANCE MEASURES:

1. Check to make sure repairers have picked up all the required forms from production control (chap 7, FM 29-23).
2. Check to make sure all repair parts listed by production control are picked up (chap 7, FM 29-23).
3. Perform in process inspections (chap 8, FM 9-59).
4. Provide technical assistance to repairers.
5. Check to make sure all repairs are done correctly.
6. Check to make sure the quality of the work is good (TM 750-245-4).
7. Check to make sure all paper work is properly completed and turned in to production control (FM 29-23).

REFERENCES: FM 9-59, Missile Support Unit Operations
FM 29-23, Direct Support Maintenance Operations (Nondivisional)
TM 38-750, TAMMS
TM 750-245-4, QA/QC

093-425-4057

**MONITOR SUPPORT MAINTENANCE ON THE IMPROVED
LAUNCHER (ILCHR) M-192**

CONDITION: Do this task in a maintenance shop area or onsite. Receipt of a maintenance request starts this task. You will need the referenced publications and applicable equipment manuals.

STANDARD: Task standard is met when you complete the following actions:

1. Verify receipt of a valid maintenance request.
2. Verify logistic support requirements are complete if work is done onsite.
3. Verify performance measures 1 through 7 below are complete.
4. Make sure that all safety rules are followed.

PERFORMANCE MEASURES:

1. Check to make sure repairers have picked up all the required forms from production control (chap 7, FM 29-23).
2. Check to make sure all repair parts listed by production control are picked up (chap 7, FM 29-23).
3. Perform in process inspections (FM 9-59).
4. Provide technical assistance to repairers.
5. Check to make sure all repairs are done correctly.
6. Check to make sure the quality of the work is good (chap 2, TM 750-245-4).
7. Check to make sure all paper work is properly completed and turned in to production control (chap 7, FM 29-23).

REFERENCES: FM 9-59, Missile Support Unit Operations
FM 29-23, Direct Support Maintenance Operations (Nondivisional)
TM 38-750, TAMMS
TM 750-245-4, QA/QC

**MONITOR SUPPORT MAINTENANCE ON THE IMPROVED SIMULATOR
STATION (ISS) AN/TPQ-29**

CONDITION: Do this task in a maintenance shop area or onsite. Receipt of a maintenance request starts this task. You will need the referenced publications and applicable equipment manuals.

STANDARD: Task standard is met when you complete the following actions:

1. Verify receipt of a valid maintenance request.
2. Verify logistic support requirements are complete if work is done onsite.
3. Verify performance measures 1 through 7 below are complete.
4. Make sure that all safety rules are followed.

PERFORMANCE MEASURES:

1. Check to make sure repairers have picked up all the required forms from production control (chap 7, FM 29-23).
2. Check to make sure all repair parts listed by production control are picked up (chap 7, FM 29-23).
3. Perform in process inspections (FM 9-59).
4. Provide technical assistance to repairers.
5. Check to make sure all repairs are done correctly.
6. Check to make sure the quality of the work is good (chap 2, TM 750-245-4).
7. Check to make sure all paper work is properly completed and turned in to production control (chap 7, FM 29-23).

REFERENCES: FM 9-59, Missile Support Unit Operations
FM 29-23, Direct Support Maintenance Operations (Nondivisional)
TM 38-750, TAMMS
TM 750-245-4, QA/QC

093-425-4059

MONITOR MAINTENANCE ON THE SUPPORT MAINTENANCE TEST EQUIPMENT (SMTE)

- CONDITION:** Do this task in a maintenance shop. You need the following items:
1. FM 9-59
 2. FM 29-23
 3. TM 9-4935-540-14-1
 4. TM 38-750
 5. TB 43-180
 6. Applicable equipment publications
 7. DD Form 314 (Preventive Maintenance Schedule and Record)
 8. DA Form 2404 (Equipment Inspection and Maintenance Worksheet)
 9. DA Form 2407 (Maintenance Request)
 10. DA Form 2416 (Calibration Data)

- STANDARD:** Task standard is met when you complete the following actions:
1. Verify preventive maintenance on SMTE is scheduled.
 2. Verify preventive maintenance is completed on SMTE in accordance with performance measures 1 through 5 below.
 3. Be sure all equipment faults are recorded in accordance with performance measures 6 and 7 below.
 4. Be sure all NOT REPAIRABLE THIS STATION (NRTS) equipment is properly processed and A level calibration is done.
 5. Complete all necessary forms and reports.

- PERFORMANCE MEASURES:**
1. Check DD Form 314 to make sure preventive maintenance is scheduled (FM 9-59).
 2. Check to make sure the right publications are used to do corrective maintenance on the SMTE.
 3. Give help to repairers as needed.
 4. Check to make sure periodic test procedures are followed (TM 9-4935-540-14-1).
 5. Check to make sure all maintenance forms are correct (chap 3, TM 38-750).
 6. Check to make sure equipment faults are recorded on DA Form 2404 (chap 3, TM 38-750).
 7. Check to make sure faults not corrected are recorded on DA Form 2407 (chap 3, TM 38-750).

SKILL LEVEL 4

093-425-4059 (continued)

8. Check DA Form 2416 to make sure A level calibration is done on items listed in TM 43-180.
9. Check to make sure equipment found NOT REPAIRABLE THIS STATION is evacuated (FM 9-59 and FM 29-23).

REFERENCES:

FM 9-59, Missile Support Unit Operations

FM 29-23, Direct Support Maintenance Operations (Nondivisional)

TM 9-4935-540-14-1, High Frequency Console and Shops

TM 38-750, TAMMS

TB 43-180, Calibration Requirement for the Maintenance of Army Materiel

093-425-4060

**MONITOR SUPPORT MAINTENANCE ON THE IMPROVED
HAWK LOADER TRANSPORTER**

- CONDITION:** Do this task in a maintenance shop. You need the following items:
1. FM 9-59
 2. TM 1450-500-20
 3. TM 9-1450-500-34
 4. TM 38-750
 5. Applicable equipment publications
 6. DD Form 314 (Preventive Maintenance Schedule and Record)
 7. DA Form 2404 (Equipment Inspection and Maintenance Worksheet)
 8. DA Form 2407 (Maintenance Request)

- STANDARD:** Task standard is met when you complete the following actions:
1. Verify preventive maintenance on loader is scheduled.
 2. Verify preventive maintenance is completed on loader in accordance with performance measures below.
 3. Be sure all equipment faults are recorded in accordance with performance measures below.
 4. Complete all necessary forms and reports.

- PERFORMANCE MEASURES:**
1. Review DD Form 314 (Preventive Maintenance Schedule and Record) to make sure preventive maintenance is scheduled (chap 3, TM 38-750).
 2. Make sure the right publications are being used to do corrective maintenance on the loader (FM 9-59).
 3. Give help to repairers as needed.
 4. Check to make sure all maintenance forms are correct (chap 3, TM 38-750).
 5. Check to make sure periodic tests are performed. (TM 9-1430-500-34).
 6. Check to make sure equipment faults are recorded on DA Form 2404 (Equipment Inspection and Maintenance) (chap 3, TM 38-750).
 7. Check to make sure faults not corrected are recorded on DA Form 2407 (Maintenance Request).

- REFERENCES:** FM 9-59, Missile Support Unit Operations
TM 9-1450-500-20, Maintenance Manual, Loader Transporter
TM 9-1450-500-34, Maintenance Manual Loader Transporter
TM 38-750, TAMMS

MONITOR INTRA-SYSTEM OPERATIONS ON THE IMPROVED SYSTEM

CONDITION: Do this task in a maintenance shop area or onsite. Receipt of a maintenance request starts this task. You will need the following publications.

1. FM 9-59
2. FM 29-23
3. TM 38-750
4. TM 750-245-4
5. Applicable equipment publications

STANDARD: Task standard is met when you complete the following actions:

1. Verify receipt of a valid maintenance request.
2. Verify logistic support requirements are complete if work is done onsite.
3. Verify performance measures 1 through 7 below are complete.
4. Make sure that all safety rules are followed.

PERFORMANCE MEASURES:

1. Check to make sure repairers have picked up all the required forms from production control (chap 7, FM 29-23).
2. Check to make sure all repair parts listed by production control are picked up (FM 29-23).
3. Perform in process inspections (FM 9-59).
4. Provide technical assistance to repairers.
5. Check to make sure all repairs are done correctly.
6. Check to make sure the quality of the work is good (TM 750-245-4).
7. Check to make sure all paper work is properly completed and turned in to production control (FM 29-23).

REFERENCES: FM 9-59, Missile Support Unit Operations
FM 29-23, Direct Support Maintenance Operations (Nondivisional)
TM 38-750, TAMMS
TM 750-245-4, QA/QC

093-425-4063**MONITOR QA/QC PROGRAM**

- CONDITION:** You are to review and monitor the QA/QC Program within your unit. Also, to revise as needed the conduct of the QA/QC procedures and verify the conformance to local command requirements. You are given FM 9-59 and TM 750-245-4 to use in performing this task.
- STANDARD:** Task standards are met when you complete the performance measures and have verified the QA/QC program conforms to local command requirements.
- PERFORMANCE MEASURES:**
1. Review local QA/QC SOP.
 2. Check the procedures for inspecting material items, supplies, personnel, and services on a day-to-day basis.
 3. Check for a systematic plan which insures that maintenance practices and operations conform to specific standards and specifications.
 4. Check the achievement of maintenance for operational readiness.
 5. Converse with customer personnel to determine satisfaction.
- REFERENCES:** FM 9-59, Missile Support Unit Operations
TM 750-245-4, QA/QC

SKILL LEVEL 4

093-425-4064

SUPERVISE MAINTENANCE ON THE IMPROVED HAWK ELECTRONIC SHOPS AND MOBILE TEAM SHOPS

CONDITION: Do this task in a maintenance shop. You need the following items:

1. FM 9-59
2. FM 29-23
3. TM 9-4935-540-14-1
4. TM 38-750
5. TB 43-180
6. Applicable equipment publications
7. DD Form 314 (Preventive Maintenance Schedule and Record)
8. DA Form 2404 (Equipment Inspection and Maintenance Worksheet)
9. DA Form 2407 (Maintenance Request)
10. DA Form 2416 (Calibration Data)

STANDARD: Task standard is met when you complete the following actions:

1. Verify preventive maintenance on SMTE is scheduled.
2. Verify preventive maintenance is completed on SMTE in accordance with performance measures 1 through 5 below.
3. Be sure all equipment faults are recorded in accordance with performance measures 6 and 7 below.
4. Be sure all NOT REPAIRABLE THIS STATION (NRTS) equipment is properly processed and A level calibration is done.
5. Complete all necessary forms and reports.

PERFORMANCE MEASURES:

1. Check DD Form 314 (Preventive Maintenance Schedule and Record) to make sure preventive maintenance is scheduled (FM 9-59).
2. Check to make sure the right publications are used to do corrective maintenance on the SMTE.
3. Give help to repairers as needed.
4. Check to make sure periodic test procedures are followed (TM 9-4935-540-14-1).
5. Check to make sure all maintenance forms are correct (chap 3, TM 38-750).
6. Check to make sure equipment faults are recorded on DA Form 2404 (chap 3, TM 38-750).
7. Check to make sure faults not corrected are recorded on DA Form 2407 (chap 3, TM 38-750).

093-425-4064 (continued)

8. Check DA Form 2416 to make sure A level calibration is done on items listed in TB 43-180.
9. Check to make sure equipment found **NOT REPAIRABLE THIS STATION** is evacuated (FM 9-59 and FM 29-23).

REFERENCES: FM 9-59, Missile Support Unit Operations
FM 29-23, Direct Support Maintenance Operations (Nondivisional)
TM 9-4935-540-14-1, High Frequency Console and Shops
TM 38-750, TAMMS
TB 43-180, Calibration Requirement for the Maintenance of Army Materiel

SKILL LEVEL 4

093-425-4065

MONITOR MAINTENANCE ON THE IMPROVED HAWK TEST ACCESSORY GROUP

- CONDITION:** Do this task in a maintenance shop. You need the following items:
1. FM 9-59
 2. FM 29-23
 3. TM 9-4935-540-14-1
 4. TM 38-750
 5. TB 43-180
 6. Applicable equipment publications
 7. DD Form 314 (Preventive Maintenance Schedule and Record)
 8. DA Form 2404 (Equipment Inspection and Maintenance Worksheet)
 9. DA Form 2407 (Maintenance Request)
 10. DA Form 2416 (Calibration Data)

- STANDARD:** Task standard is met when you complete the following actions:
1. Verify preventive maintenance on shop-mounted test equipment (SMTE) is scheduled.
 2. Verify preventive maintenance is completed on SMTE in accordance with performance measures 1 through 5 below.
 3. Be sure all equipment faults are recorded in accordance with performance measures 6 and 7 below.
 4. Be sure all NOT REPAIRABLE THIS STATION (NRTS) equipment is properly processed and A level calibration is done.
 5. Complete all necessary forms and reports.

- PERFORMANCE MEASURES:**
1. Check DD Form 314 (Preventive Maintenance Schedule and Record) to make sure preventive maintenance is scheduled (FM 9-59).
 2. Check to make sure the right publications are used to do corrective maintenance on the SMTE.
 3. Give help to repairers as needed.
 4. Check to make sure periodic test procedures are followed (TM 9-4935-540-14-1).
 5. Check to make sure all maintenance forms are correct (chap 3, TM 38-750).
 6. Check to make sure equipment faults are recorded on DA Form 2404 (chap 3, TM 38-750).
 7. Check to make sure faults not corrected are recorded on DA Form 2407 (chap 3, TM 38-750).

093-425-4065 (continued)

8. Check DA Form 2416 to make sure that A level calibration is done on items listed in TB 43-180.
9. Check to make sure equipment found **NOT REPAIRABLE THIS STATION** is evacuated (FM 9-59 and FM 29-23).

REFERENCES: FM 9-59, Missile Support Unit Operations
FM 29-23, Direct Support Maintenance Operations (Nondivisional)
TM 4935-540-14-1, High Frequency Console and Shops
TM 38-750, Manual, TAMMS
TB 43-180, Calibration Requirement for the Maintenance of Army Materiel

SKILL LEVEL 4

093-431-4022

MONITOR SUPPORT MAINTENANCE ON THE INTERROGATOR SET AN/TPX-46 (V)

CONDITION: Support maintenance is being performed on the Radar Test Set, AN/TPX-46. You are to monitor the maintenance shop area. To do this task you need the publications listed in the references.

STANDARD: Task standard is met when you complete the performance measures without error. Insure all safety rules are followed.

PERFORMANCE MEASURES:

1. Insure that all required forms are received from production control (FM 29-23).
2. Insure that all repair parts are received from shop supply (FM 29-23).
3. Perform in process inspection (FM 9-59).
4. Provide technical assistance, if needed. (TM 11-5895-532-34-2, TM 11-5895-532-34-4, and TM 11-5895-532-34-5.)
5. Insure that all repairs are done correctly (TM 11-895-532-12) (U)
6. Insure that the quality of work is good (chap 2, TM 750-245-4).
7. Insure that Maintenance Request (DA Form 2407/2407-1) Section II is completed and returned to production control (chap 3, TM 38-750).

REFERENCES

FM 9-59, Missile Support Unit Operations

FM 29-23, Direct Support Maintenance Operations (Nondivisional)

TM 11-5895-532-12, Interrogator Set AN/TPX-46(V) 1, 2, 3, 4, and 6

TM 11-5895-532-34-1, Interrogator Set AN/TPX-46(V) 1, 2, 3, 4, and 6

TM 11-5895-532-34-2, Interrogator Set AN/TPX-46(V) 1, 2, 3, 4, and 6 (Receiver-Transmitter Group OR-75TPX-46(V))

TM 11-5895-532-34-3, Interrogator Set AN/TPX-46(V) 1, 2, 3, 4, and 6 (Signal Processor CP-925/TPX-46(V)) (U)

TM 11-5895-532-34-4, Interrogator Set AN/TPX-46(V) 1, 2, 3, 4, and 6 (Electrical Synchronizer SN-420/TPX-46(V)) (U)

TM 11-5895-532-34-5, Interrogator Set AN/TPX-46(V) 1, 2, 3, 4, and 6 (Antenna control System)

TM 38-750, TAMMS

TM 750-245-4, QA/QC

SKILL LEVEL 5

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SKILL LEVEL 4

093-425-5044

PREPARE A NATIONAL AGENCY CHECK (NAC) REQUEST

CONDITION: To meet a requirement of S2, prepare a NAC Request for a personnel security investigation. This is done before a security clearance is granted. You are given AR 604-5, two copies of DD Form 1584, and instructions for filling it out.

STANDARD: Complete all performance measures as outlined in AR 605-4 within 1 hour.

- PERFORMANCE MEASURES:**
1. Have the soldier who is to be checked complete blocks 1 through 16 of DD Form 1584, Department of Defense National Agency Check Request, in pencil.
 2. Review the pencil copy to make sure it is correct and then prepare one copy of DD Form 1584. The form may be printed in black or blue-black ink or typewritten. Make sure that NAC is printed in bold letters at the top center of the form.
 3. Use detailed instructions furnished in this task to complete DD Form 1584. These instructions are keyed to each block on the form and are intended to clarify the printed instructions.
 4. When complete, mark and handle the form according to the Privacy Act of 1974.
 5. Assign the individual to nonsensitive duties until the results of the NAC are received.
 6. Send the form to S2 as required by local directives or supplements.

Instructions for Completing DD Form 1584

Return Results to. Write address of unit or staff section which has the authority to grant a clearance. (Normally this is the division G2 or the Director of Security).

Request Date. Fill in the date that the request is submitted.

Block 1. Self-explanatory.

Block 2. Self-explanatory.

Block 3. List all aliases, nicknames, or name changes. If female and married, divorced, or widowed, write the subject's maiden name and married name. For example: Nee BROWN, MARY ALICE, AKA BLACK, ROBERT JOSEPH MRS. If more space is needed, continue the listings of aliases in block 18.

Block 4. Write subject's social security account number. If subject does not have a SSAN, write None.

Block 5. Write month, day and year of subject's birth. Spell out or abbreviate the month. Write June 5, 1929, not 6-5-29.

Block 6. Show city, county, and state of birth, if born in the United States. If foreign born write the city and political division of the country which differentiates cities of the same country. For example, write Oberusel/Taunus, Hesse, Germany.

Block 7. Write the subject's former military service number. Leave blank if service number is not known.

093-425-5044 (continued)

Block 8. Security Program.

- a. Show if request is made under the military, civilian, or industrial security program. If military on active duty, write the subject's rank (such as O1, E2, etc.) beside the block checked.
- b. Show if local files which have information about the subject, were checked with favorable results. If files were not available or if results were unfavorable, explain in block 18 and leave 8b blank.
- c. Show which unit started this request (normally it is the same as the unit shown in the Return Results To block).

Block 9. List full name of the subject's father, mother, and spouse. Include the maiden names of female relatives.

Block 10. Give the date and place of birth for each family member. Use the same format as outlined in blocks 5 and 6 above.

Block 11. Give complete present address including street and house number of father, mother, and spouse. If deceased, give date of death.

Block 12. Show citizenship of father, mother, and spouse. If applicable, show alien registration numbers.

Block 13. List all places of residence for the subject from the individual's 18th birthday or the last 15 years, whichever is shorter. List them in order beginning with the current address and working backward. If the subject is under 21, list present and all addresses for the last three years. For all addresses give the beginning and ending month and year if possible.

Block 14. List each employment from the subject's 18th birthday to the present for the last 15 years, whichever is shorter. List them in order beginning with the current employment and working backward. If the subject is under 21, list all employment for the last three years. Give employer's complete name, street and house number, city and state. Give month and year each employment began and ended. If the subject was unemployed and not attending school, show when each period of unemployment began and ended.

Block 15. Show the last civilian school attended. Give the name and complete address of the school and give month and year schooling began and ended.

Block 16. If a YES answer is given to any question in this block, explain fully in remarks section, block 18. Use additional sheets of plain paper if more space is needed to expand the answers to questions a through g of block 16.

1. Is the subject an alien or a naturalized citizen? If an alien, give alien registration number, date and port of entry, and the last Immigration and Naturalization Service Office where the subject registered. If the subject was a minor at the time of immigration, give parents' registration numbers and the date and port of entry. If the subject is a naturalized citizen, give the naturalization number, date, place and court where the certificate was issued. If citizenship was acquired by naturalization of the parent(s), give the name of the parent(s), date, place, and court.

093-425-5044 (continued)

2. Has the subject any foreign connections, employment or military service?
 - a. Foreign connections: Identify all foreign nationals or foreign organizations in the United States or abroad with which the subject is or has been connected.
 - b. Foreign relatives: List name, address and relationship of each relative residing in either a foreign country or in the United States as an alien. (Relatives to be included are brothers, sisters, children, guardians, step-parents and former spouses).
 - c. Foreign Employment: Indicate the name and location of the foreign firm or government agency which employed subject and list the inclusive dates of employment, if this has not been provided in response to block 14.
 - d. Foreign Military Service: State the country, branch of military service, grade, service number, inclusive dates of service, and type of discharge. (This means service in the armed forces of a foreign government, not US military service abroad.)
3. Has the subject traveled or lived abroad other than for the United States Government? List each foreign country in which subject has traveled or lived other than as a direct result of United States Government duties. Provide inclusive dates and the purpose of all foreign travel.
4. Has the subject had employment requiring a security clearance or investigation? Name the employer and indicate the type of security clearance issued and/or investigation conducted. If known, provide the name of the agency that completed the investigation, the date, and the file numbers.
5. Is the subject now or previously employed by the Federal Civil Service or Armed Forces?
 - a. If currently or previously employed by the United States Government, state the employing Federal agency or department and include the location and inclusive dates. If listed in block 14, write See block 14 in the remarks block (block 18).
 - b. If formerly a member of the United States Armed Forces, give branch of service, rank/grade, service number or SSAN, dates of service, and nature of discharge or separation. Coast Guard and Merchant Marine duty is considered to be military service.
 - c. If now on active duty in the United States Armed Forces, write Active Duty and list branch of service, rank/grade and date active service started.
 - d. If now a member of a reserve component of the Armed Forces, state if it is Reserve or National Guard, and give branch of service, unit designation and location, individual status, rank/grade, service number, or SSAN, and date of initial entry.

SKILL LEVEL 5

093-425-5044 (continued)

6. Has the individual QUALIFIED DD Form 398, Statement of Personal History, or a similar security form? This question is often answered wrong. Qualification of security forms means answers or remarks entered on the form which have security significance. Qualification also means a refusal to complete the security form.

Specifically, qualification of DD Form 398 means a YES answer to any question in the provisions section of that form (For example, YES to any question in item 17, DD Form 398). Qualification does not mean the subject has or has not completed or filled out the forms.

7. Has the individual ever been addicted to drugs? If the individual is or ever has been addicted to habit-forming drugs, such as narcotics or barbituates, explain in detail giving dates and place or residence.

Block 17. Request Data. Leave blank.

Block 18. Remarks. List any arrests which were listed in block 18 of the individual's DD Form 398. This space may also be used to continue other items if insufficient space was provided. If additional space is needed, use a plain sheet of paper, write the individual's full name, grade, social security number, and continuation Sheet-DD Form 1584 at the top left of any additional pages.

REFERENCE:

AR 604-5, Clearance of Personnel for Access to Classified Defense Information and Material

093-425-5001

REVIEW REFERENCE LIBRARY

CONDITION: Review the reference library. You are given Pamphlets 310-1, 310-2, 310-3, 310-4, and the library checklist to follow in completing this task.

STANDARD: Standards are met when you do the following:

1. Make sure publications are on hand or on order.
2. Make sure the available publications are up-to-date.
3. Make sure that publications are available to all individuals who need them.

You must do this task within 2 hours.

- PERFORMANCE MEASURES:**
1. Review the reference library. It is important to the unit's administration, training, maintenance, and materiel readiness programs. Army regulations, pamphlets, circulars, field manuals, training circulars, technical manuals, and other publications which support any of the above programs are kept in the reference library. Review the library every three months to make sure reference materials are complete, current and available to personnel who need them. So that corrective action can be taken, if needed, the review should make sure that:
 - a. All needed publications are on hand or on order.
 - b. All publications are up-to-date.
 - c. The library is located where the soldier can get to it easily.
 2. You will use the checklist to help you do this task. It lists the most common faults found in any reference library. Local policies and SOPs will be used for additional guidance on how to review and inspect a reference library.

REFERENCE LIBRARY CHECKLIST

- | | | |
|---|---------|--------|
| 1. Do you have all indexes (DA PAM 310 Series)? | [] Yes | [] No |
| 2. Are you indexes up-to-date? | [] Yes | [] No |
| 3. Are the publications filed in numerical order? | [] Yes | [] No |
| 4. Have you withdrawn, superseded, or rescinded those publications which are no longer current? | [] Yes | [] No |
| 5. Do you have the current TOE or TDA for your unit? | [] Yes | [] No |
| 6. Are all changes filed and/or posted to the publications? | [] Yes | [] No |
| 7. Do you have all needed administrative publications? | [] Yes | [] No |
| 8. Do you have all needed training publications? | [] Yes | [] No |
| 9. Do you have all needed maintenance publications? | [] Yes | [] No |

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REFERENCES: AR 310-1, Publications, Blank Forms, and Printing Management
DA Pam 310-1, Index of Administrative Publicaitons
DA Pam 310-2, Military Publications Index of Blank Forms
DA Pam 310-3, Index of Doctrinal, Training, and Organizational Publications
DA Pam 310-4, Index of Technical Publications
DA Pam 310-13, Posting and Filing Publications

093-425-5006

REVIEW STATEMENT OF CHARGES (DD FORM 362)

CONDITION: You are given a completed DD Form 362 (Statement of Charges), AR 735-11, and a checklist to follow in completing this task.

STANDARD: Make sure that the statement of charges is filled out correctly and meets all requirements listed in the performance measures below.

PERFORMANCE MEASURES: 1. **LOSS OR DAMAGE FOR WHICH LIABILITY IS ADMITTED.**

- a. **Statement of Charges.** Initiate five copies of DD Form 263, (Statement of Charges) if the individual voluntarily admits liability for the equipment or material lost or destroyed, except for operational small arms ammunition and sensitive items. The statement of charges may not exceed the monthly basic pay for the individual being charged. If the charges exceed two-thirds of the individual's monthly basic pay, the unit commander will attach a letter to the statement of charges requesting that the charges be prorated over a 2-month or longer period. The individual responsible for the lost or damaged property must agree to use the statement of charges to reimburse the government for the loss. Ask the soldier to sign the form to show that the charges written on the form are correct. The form is then sent to the finance office that is responsible for the individual's pay. Personnel in the finance office deduct the amount of loss from the pay of the responsible individual. A copy of the statement of charges is then sent to the property book officer. Property records are posted by supply personnel, and the property is replaced or repaired, as required.
- b. **Review the Statement of Charges.** Review the DD Form 362 to make sure it is correct and complete. Correct any mistakes. Use the following checklist when reviewing the DD Form 362.

CHECKLIST

ITEM OR COLUMN	INSTRUCTION
Class of Property	Show if property was organizational or installation property.
Organization	Print the name of the organization to which the soldier is assigned, or the name of the employing agency if the individual is a civilian.
Date	Print the date you filled out DD Form 362.
For Month of	Print the month or pay period in which settlement is to be made.
Stock Record Account or Other Property Record of Accountable Officer	If organizational property, print the name of the unit commander; if installation property, post or depot stock, print the number of the property book or account and name of the accountable or responsible officer.
Station	Print the name of the installation where the organization is located.
Stock Number	Print the stock number of the articles lost or damaged.

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Articles	Print a complete description of articles lost or damaged as contained in the latest supply manual. If article was damaged, add the words DAMAGE TO.
Quantities	Print how many of each article were lost or damaged by the individual.
Total Articles	Print the total number of articles that were lost or damaged.
Unit Price	In case of loss, irreparable damage, or complete destruction, enter the unit cost of each article as stated in current supply manuals or pricing guides. Depreciation may be allowed in the manner and within the limitations set forth in Chap 4, AR 735-11. If a depreciation allowance is taken, the ARTICLE and UNIT PRICE columns will be appropriately annotated. If the damage is repairable, write the cost of repair in the total column and write a statement telling how the amount of the damage was figured. File this written statement as an exhibit.
Total	Unit prices will be extended and total values written in the extreme right hand section of the total column.
Name, Grade and Service Number	Use a typewriter for the name, grade, and service number of each person involved.
Cause for Charge	Print the reason for the charge, such as lost, damaged, or destroyed by neglect.
Total Charge	Print the amount to be charged to each individual. Write total charge for all individuals in the GRAND TOTAL block under the column TOTAL CHARGE.
Signature of Individual	Have all individuals who admit liability write their signature and amount charged in the space opposite their name.
Organization Commander	The unit of activity commander will date and sign in spaces titled "Date" and "Signature".
Disbursing Officer or Payroll Certifying Officer	The personnel officer or designee will also sign the form.
Property Voucher Number	The individual maintaining appropriate document register will enter the Property Voucher number.
REFERENCE:	AR 735-11, Accounting for Lost, Damaged, and Destroyed Property

093-425-5020

REQUEST ORDERS

CONDITION: Request individual orders informally if your unit has a battalion Personnel Administration Center (PAC).

STANDARD: Send request to PAC informally, but with enough information for the battalion to cut orders or to prepare and transmit a request for orders. You do not need to keep a file copy.

PERFORMANCE MEASURES:

1. Send requests for orders to PAC in a plain language request. The request is handwritten on a buckslip. Coordination is informal, but PAC uses this information for formal requests. Do not keep a copy of informal requests.
2. Know when orders are needed, so PAC can provide them in a timely manner. Request orders or confirm that PAC has requested orders because of:
 - a. Administrative absence
 - b. Amendments to orders
 - c. Appointment of acting NCOs
 - d. Assignments or reassignments
 - e. Attachment of individuals or units
 - f. Blanket travel orders
 - g. Changes of station (temporary or permanent)
 - h. Dropped from the rolls of the Army
 - i. Enlistments or reenlistments (active Army only)
 - j. Emergency leaves or recall from leave
 - k. MOS actions
 - l. Parachute duty
 - m. Promotions
 - n. Retirements
 - o. Rescission
 - p. Revocations
 - q. Temporary duty travel
3. Know, as a minimum, what information is needed for the standard name line if you ask for individual or unit orders.
 - a. The standard name line for all personnel requires:
 - (1) Last name, first name, middle initial
 - (2) Social security number
 - (3) Current grade

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- (4) Unit of assignment, including the six-position alphanumeric unit identification code and the station of assignment.
- b. The standard name line for unit orders requires:
 - (1) Name of organization or unit
 - (2) Command of assignment
 - (3) Unit identification code
 - (4) Station and location of assignment
- 4. Use DD Form 1610 (Request and Authorization for TDY Travel of DOD Personnel) for TDY orders. This form may be filled out by the individual and typed at PAC.
- 5. Use AR 310-10, Military Orders, as the basic reference for preparing and issuing orders.

REFERENCE: AR 310-10, Military Orders

093-425-5021

PROTECT THE RIGHTS OF AN ACCUSED OR SUSPECTED INDIVIDUAL

CONDITION: You have a copy of DA Form 3881 (Rights Warning Procedure/ Waiver Certificate) which shows that an individual is suspected or accused of violating the Uniform Code of Military Justice. You must question the individual and perhaps conduct a search.

- STANDARD:**
1. Before questioning tell the suspect or accused person what rights an individual has under Article 31 of the code, about the right to counsel, and make sure the person understands those rights.
 2. Be sure that the suspect or accused person has waived the right to a lawyer and the right to remain silent before you question the individual. Fill out DA Form 3881 before questioning begins if the individual has waived any rights.
 3. If a search is necessary, be certain that the search meets one of the following rules:
 - a. The search is authorized by proper authority based on probable cause.
 - b. The search is part of apprehension and is based on the consent of the suspect or accused.
 - c. The search is needed immediately to prevent removal of criminal goods.

PERFORMANCE MEASURES: SECTION I. INDIVIDUAL RIGHTS

1. The company/ battery commander enforces the law and protects the individual's rights. As the senior enlisted soldier of the company and advisor to the commander, the first sergeant helps the commander exercise this authority. Morale and discipline depend on how wisely this authority is used. Therefore, you must understand the rights guaranteed to all persons.
2. All rights of all persons must be protected. There are several fundamental rights and safeguards which must be considered if criminal conduct is suspected. These rights are listed below:
 - a. **Presumption of Innocence.** Every person is presumed innocent until found guilty beyond a reasonable doubt. A fair and just decision can be made only after all evidence concerning the guilt or innocence of an accused person has been heard. While charges are being processed for trial, a commander may want to confine or restrict the accused. The commander must remember that confinement deprives the accused of liberty during a time when the accused is presumed innocent. Thus, a person may be confined only if a court-martial is pending or if it appears that restraint is necessary to make sure that the person appears at the trial. A person cannot be deprived of freedom because it is convenient for the commander. Do not use pre-trial confinement as punishment.

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- b. **Search and seizure.** Our Constitution protects every citizen from unreasonable searches and seizures; but, this right to privacy is not an absolute right. Our courts have balanced the rights of the individual against the needs of society and have established rules for determining if a search is reasonable. If you gain evidence from an unreasonable search of a soldier's person or property, that evidence cannot be used in a trial. This **EXCLUSIONARY RULE** was developed to prevent the indiscriminate invasion of privacy by government officials. Under military law, a company/battery commander has the power to authorize a search, but if the evidence found during a search is to be used in criminal proceedings against a soldier, the commander must follow certain guidelines.

- c. **Article 31 and Right to Counsel.** Our laws provide that no one can be forced to incriminate himself/herself and that anyone suspected of having committed a crime has the right to consult with a lawyer. But congress realized that individuals often do not completely understand their rights and may be intimidated merely by the presence of a superior. Thus, under military law no one may question a suspect without first making sure that the suspect understands the nature of the offense, knows of the right to remain silent, knows that anything said or done may be used in criminal proceedings, and knows of the right to counsel. If these rights are ignored or if the individual is not told about them, no evidence gained from the suspect may be used in a court-martial against the individual. The company/battery commander must protect the rights of all personnel and, at the same time, preserve the government's case. The commander protects both the suspect and the Army by making sure that all officers and noncommissioned officers understand and comply with Article 31, UCMJ, and the right to counsel requirements.

- d. **Prompt Action on Offenses.** An accused has the right to be told the charges as soon as possible. This will help the accused prepare for defense and the guilt or innocence of the soldier can be determined speedily. This right to a **SPEEDY TRIAL** is guaranteed by the Sixth Amendment to the Constitution and helps both the government and the accused. Witnesses are likely to leave the area if there is a delay and testimony given soon after an incident is more reliable than that given a long time afterward.

- e. **The Adversary System.** At a court-martial, the trial counsel represents the government and the defense counsel represents the accused. Each counsel is dutybound to do all that can be done within the law to represent the interest of the client. Defense tactics may lengthen the trial and even irritate individuals who want the trial to move at a faster pace. However, each commander must be constantly aware that it is our country's policy to see that each person charged with a crime has the opportunity to present the best available defense. The adversary system makes certain all issues are brought before the court so that those individuals who must weigh the evidence can make a just decision.

093-425-5021 (continued)

SECTION II. LAWFUL SEARCH AND SEIZURE, THE ARTICLE 31 WARNING AND RIGHT TO A LAWYER.

1. You must protect the rights of the individual and make sure that the government's case is not damaged. Thus, you must know:
 - How to conduct a legal search and seizure.
 - Who has the authority to search.
 - The Article 31 Warning.
 - The individual's right to a lawyer.

The following discussion tells you what you must do and what you cannot do.

2. There are three ways in which a company/battery commander may lawfully seize the property of a person assigned to the unit.
 - a. **Lawful Searches and Seizures.** A search is a quest for evidence to be used in a criminal prosecution. A commander may authorize a search of people or property under the commander's control if there is probable cause. A search based on probable cause and authorized by the commander and other types of legal searches are discussed in Performance Measure 3. Evidence obtained from a lawful search can be used against an individual in a courts-martial.
 - b. **Inspection.** A commander has the authority to conduct legitimate inspections including unannounced shakedown inspections. An inspection can promote the health, welfare, and safety of all personnel in the unit. For example, the commander may want to make sure that all personnel have their equipment cleaned, maintained, and properly stored; and that they have no dangerous articles such as ammunition carried from the range. The inspection must be applied the same way to all personnel in the area. The inspection may be an examination of all personal belongings that are kept within the living area. An inspection can be announced, but it must have a legitimate purpose and cannot be a trick or pretext to conduct what is really an unlawful search. If the commander hears about a theft in the barracks and then begins the first inspection near the prime suspect's living area, the commander will have trouble convincing anyone that it was an inspection and not a search. An inspection is not a search based on the commander's belief that a crime has been committed. However, if evidence of criminal conduct is discovered during a legitimate inspection it can be used as evidence in a trial by courts-martial.
 - c. **Inventories.** When a person is AWOL, about to be confined, or detained by civilian authorities, inventory the individual's belongings. Any evidence of a crime uncovered by this inventory can be admitted in a courts-martial.

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3. A search and seizure is lawful under the following conditions:

- a. Apprehension. A person can be searched at the time and place of a lawful apprehension. The purpose of the search is to discover weapons and to prevent the destruction of evidence. The search is limited to the person of the suspect and the immediate area. (This area may include an open wall locker within reach, but does not include the entire room.) Any commissioned officer, or military policeman may apprehend a suspect if there is a reasonable belief that the person has committed a crime and may conduct a search based on the events which lead to apprehension.
- b. Searches Authorized by the Commander.
 - (1) Areas subject to search. Paragraph 152, Manual for Courts-Martial, gives a commander the authority to conduct or direct a search of any person or property located under the commander's control if there is **PROBABLE CAUSE**. A company commander may authorize a search in the company/battery area, the battalion commander within the battalion area, and so forth.
 - (2) Requirement of Probable Cause. Before the commander can authorize a search of a person or area there must be sufficient reason to believe that:
 - (a) A crime is being committed or has been committed.
 - (b) The soldier to be searched committed or is involved in the crime.
 - (c) The evidence of the crime is where the commander plans to search.
 - (d) The information and the source of the information are reliable. The commander must be more than merely suspicious, but absolute proof, beyond a shadow of a doubt, is not required. Probable cause lies somewhere between suspicion and actual knowledge. The commander must personally decide from the information available, that the contraband or evidence of a crime is likely to be in the possession of the individual or in the place to be searched. The commander's decision that there is probable cause must be based on reasonable fact and cannot be based only on the conclusions of others. It is not enough that a Criminal Investigation Division (CID) agent, a first sergeant, or an informant has facts which tend to prove probable cause, unless those facts are given to the commander who then can authorize the search. The commander must believe that the informant is reliable and that the informant has a sound basis for the information. A commander may delegate authority to someone who can then authorize searches based on probable cause to other responsible individuals. Delegation of authority must be in writing. The person who is delegated authority to conduct searches must make the same determination that probable cause exists as the commander is required to do.

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- c. **Search Warrant.** A search may be authorized by a warrant issued by a military judge or military magistrate. A warrant is issued based on a sworn affidavit that states the facts which establish probable cause.
- d. **Consent Search.** A person may consent to a search of person or property. Because consent is a waiver of the individual's right to be free from unreasonable searches, the burden on the government to establish free and voluntary consent is quite heavy. The individual should be told that one is not required to consent to the search and that any evidence found during the search can be used in a criminal prosecution. It is advisable for the commander to obtain the individual's consent to search in writing and to have a witness present.
- 4. **Immediate Necessity.** If there is good cause to believe that criminal goods or evidence is in immediate danger of removal or destruction, and if there is not time to get the commander's authorization, a lawful search may be made. Because it is difficult to justify a search based on immediate necessity, this basis for a search should be used only as a last resort.
- 5. **A confession or admission of guilt by a person who has not been told of all rights guaranteed by Article 31, UCMJ, and the right to have a lawyer may mean that the confession or admission of guilt will not be admitted as evidence in a courts-martial. But it is possible that an accused person may be convicted because of other evidence of guilt which is admissible. The failure to warn does not mean automatic acquittal but means that the confession or admission of guilt cannot be used in a courts-martial. The following procedure must be followed carefully when a suspect is questioned so all statements can be admissible in court proceedings.**
 - a. Use the following statements to tell the individual that rights are guaranteed:

You are suspected of committing the following offense(s) _____

which is (are) in violation of the Uniform Code of Military Justice. Before I ask you any questions, you must understand your rights. You have the right to remain silent. Any statement you do make may be used as evidence against you in a criminal or administrative proceeding."

You have the right to consult with a lawyer before being asked any questions and to have the lawyer present with you during questioning. You may hire a civilian lawyer at no cost to the government or a military lawyer will be detailed for you at no cost to you. The military lawyer can be the military lawyer of your own selection if that lawyer is available. Even if you decide to answer questions now without having a lawyer present, you may stop answering questions until you consult with a lawyer.

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- b. After this statement is made, the suspect should be asked if the guaranteed rights are understood.

- (1) When the person who tells the suspect of all rights is satisfied that the suspect understands these rights, then the following two questions should be asked:

“Do you want a lawyer?”

“Do you want to answer any questions or make a statement?”

- (2) The suspect may want to waive the right to remain silent and the right to consult with a lawyer and so state. These rights must be waived freely, knowingly, and intelligently. The person may then be questioned about the offense and a statement should be obtained. If the suspect asks for a lawyer, all questioning must stop until the person has consulted a lawyer. The Office of the Staff Judge Advocate will provide a military lawyer. If the suspect does not want to answer questions then the suspect should not be questioned. It is important that the interviewer not use a tone of voice or manner which threatens the suspect or which plays down the importance of the warning. If the suspect is threatened or feels threatened it may later be held that the suspect's willingness to answer questions was gained by coercion or improper means. If that happens, the suspect's statement will not be admitted as evidence in a trial by courts-martial. A company/battery commander may decide not to question a suspect if other evidence is available. It is a good idea to get the waiver of rights in writing. Use DA Form 3881, if possible.
- (3) If the person being interviewed is not suspected of having committed an offense but is merely a witness to the offense or has knowledge of it, then there is no legal requirement to warn that person of any rights. However, if during the questioning the interviewer begins to suspect that the witness is involved in the offense, the interviewer should stop questioning the witness immediately and tell the witness that the witness is now a suspect. The witness must then be told of all rights which have been previously discussed. This can happen during an interview if it begins to appear that the witness was an accomplice or an accessory to the crime.

REFERENCE: FM 27-1, Legal Guide for Commanders

093-425-5023

SUPERVISE PREPARATION OF DD FORM 458, COURTS-MARTIAL CHARGE SHEET

- CONDITION:** Monitor preparation of DD Form 458, Courts-Martial Charge Sheet. Use FM 27-1 and the Manual for Courts-Martial, 1969, (Revised Edition).
- STANDARD:** Monitor preparation of DD Form 458 for accuracy as outlined in chap 4, figs 4-1 through 4-4, FM 27-1. Make an original and 4 copies. Do this task within 30 minutes.
- NOTE:** If the battalion operates under CABL, PAC types the charge sheet. However, it is important for the First Sergeant to know what a charge sheet is and how it is used in the military justice system.
- PERFORMANCE MEASURES:**
1. Fill out DD Form 458 (chap 4, figs 4-1 through 4-4, FM 27-1). The charge sheet is the basic document for any courts-martial action. Once the charge(s) and specification(s) are prepared and signed under oath they become public record and are not altered, except on the advice of a Judge Advocate. The charge sheet is four pages long.
 2. Prepare an original and four copies of DD Form 458. Obtain assistance from the Judge Advocate General because careful preparation helps dispose of the case efficiently. A poorly prepared form causes delays and adds to the administrative workload.
 - a. Enter information about the accused person and all administrative information about the investigation on page 1. Filling out DATA AS TO WITNESSES section is not a flagging action under AR 600-31. Failure to take a flagging action may result in loss of an essential witness who will not return to testify, or who can only do so at great expense to the government. Write information about evidence and its location in the DOCUMENTS AND OBJECTS section on page 1.
 - b. Enter charges and specifications on page 2. This is the most important part of DD Form 458. The charge shows which article of the UCMJ was violated. The specifications state the facts and circumstances of the violation. These are clearly stated when the accused is told of the date, time, place, and circumstances of the alleged offense. Chapter XXVIII of the Manual for Courts-Martial has the punitive articles which are the basis for the charges and specifications. The statement-of-proof at the end of each paragraph states what elements are needed to prove the offense. The elements are listed in the specifications. Appendix 6, Manual for Courts-Martial, has model fill-in-the-blank specifications which are legally correct and are used to fill out the charge sheet. Wording is not changed without the advice of the Staff Judge Advocate's Office in the chief of Military Justice Division.
 - c. Make sure the accuser's signature is on page 3. The accuser is usually the company commander, though any person subject to UCMJ may be an accuser. Page 3 also has a certificate which is signed to show that all charges and specifications have been read to the accused. The last items are signed as a receipt by the summary courts-martial authority. A first indorsement is signed by the appropriate courts-martial convening authority, and the service of charges is signed by the trial counsel.

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- d. Make sure the company commander completes a section of page 4 to show if an Article 15 was offered. The Record of Trial by Summary Courts-Martial section completes the form and is used when a summary court is held.
3. Send the completed DD Form 458 to the battalion. If the battalion operates under CABL, the final typing of the charge sheet is done at PAC.

REFERENCE: FM 27-1, Legal Guide for Commanders

093-425-5025

**SUPERVISE PREPARATION OF SUMMARY OF NONJUDICIAL
PUNISHMENT ADMINISTERED FORM (DA FORM 3743-R)**

- CONDITION:** You have a copy of a completed DA Form 2627 (Preparation of Record of Proceedings Under Article 15 UCMJ), and must supervise the preparation of DA Form 3743-R.
- STANDARD:** As a minimum, make sure that a DA Form 3743-R is filled out for all soldiers in grade E4 or below if they receive an Article 15. The DA Form 3743-R is posted for 7 days starting with the day punishment is given.
- PERFORMANCE MEASURES:**
1. Our legal system must be equitable and efficient if our system of military justice is to work and if the soldiers are to perceive it as fair and efficient. One action which enhances the soldier's perception of the fairness of the system is the open publication of the results of nonjudicial punishment.
 2. Use DA Form 3743-R to publish the results of Article 15 actions. An announcement of the results of an Article 15 may be made orally at a routine unit function, but if the person is in grade E4 or below, fill out a DA Form 3743-R and post it on the unit's bulletin board or other prominent place where routine notices are posted. Leave DA Form 3743-R in place for 7 days after punishment is given. If an Article 15 is given to soldiers in grades E5 or above, the publication of results of punishment is at the discretion of the unit commander.
- REFERENCE:** FM 27-1, Legal Guide for Commanders

093-425-5033

REVIEW CASH COLLECTION VOUCHER (DD FORM 1131)

- CONDITION:** Use AR 735-11 to review a completed DD Form 1131 (Cash Collection Voucher).
- STANDARD:** As a minimum, make sure that:
1. Name, location and zip code of the activity is correct and complete on the DD Form 1131.
 2. The name, rank, social security account number, and signature of each remitter is shown on the DD Form 1131.
 3. The DD Form 1131 shows the purpose and depreciation allowed according to chapter 5, AR 735-11.
 4. The DD Form 1131 shows admittance statement for pecuniary liability.
 5. The completed DD Form 1131 is handled according to the Privacy Act of 1974.
- PERFORMANCE MEASURES:**
1. **GENERAL.** When government property has been lost, the soldier directly responsible for the property must take action to be relieved of that responsibility. The methods of obtaining relief from responsibility should not be confused with or delayed by administrative or punitive actions taken in the interest of supply discipline.
 2. **CASH COLLECTION VOUCHER.**
 - a. General. When a soldier voluntarily admits pecuniary liability for property in the amount of \$250 or less (except lost weapons) or in response to request, offers payment in cash (cash payment may not be demanded), a record of such payment will be made on the DD Form 1131, Cash Collection Voucher. A copy of the completed form is used to secure relief from property responsibility.
 - b. Review DD Form 1131. Review the Cash Collection Voucher to make sure that:
 - (1) 3 copies of DD Form 1131 are filled out.
 - (2) The receiving office block has the name, title and signature of the person receiving the voucher.
 - (3) Each collection applicable is listed separately in The Name of Remitter/Description of Remittance column, which shows the name, social security account number, rank and signature of each individual who admits a pecuniary liability for loss of property. A separate entry is made for each loss.
 - (4) A detailed description of why each collection was received is listed for each entry.
 - c. The completed Cash Collection Voucher is sent to the installation finance office.
- REFERENCE:** AR 735-11, Accounting for Lost, Damaged, and Destroyed Property

093-425-5034

REVIEW INVENTORY ADJUSTMENT REPORT (IAR) (DA FORM 444)

CONDITION: Use AR 735-11 to review a completed DA Form 444 (Inventory Adjustment Report).

STANDARD: As a minimum, make sure that the Inventory Adjustment Report is appropriate and meets the requirements listed in the checklist in Performance Measures below.

NOTE: Your unit may amend this checklist or use a totally different checklist or SOP tailored to the unit's specific operational needs.

PERFORMANCE MEASURES: 1. DA FORM 444, INVENTORY ADJUSTMENT REPORT (IAR).

- a. The IAR (fig. 5034-1) is a simplified, economical way to report losses of any property which is kept on property book accounts, and for adjusting appropriate supply records. The IAR is used for all losses except for loss of personal arms and equipment; occupied government quarters and furnishings; or property found missing during inventories conducted because there was a change of accountable or responsible officers.
- b. This system provides the commander with a simple and rapid means of adjusting supply records to reflect the loss of, damage to, or destruction of property. Do not delay processing an IAR pending the conclusion of administrative or punitive actions that are being taken for supply discipline. The determination of pecuniary liability for property loss is an administrative action. Administrative and punitive action are separate and distinct actions from supply actions which are used to obtain relief from property responsibility.
- c. Uses of the IAR.
 - (1) When property is damaged, but maintenance personnel think the property is economically repairable, it is not necessary to adjust the unit's supply records. The unit puts the property through maintenance channels so it can be returned to serviceable condition, and the unit does not fill out an IAR or a report of survey. This procedure is followed regardless of the cause of the damage — for wear and tear or for negligence.
 - (2) When property is damaged beyond economical repair, destroyed, or lost, adjust supply records. If the property is available for turn-in, turn it in through normal supply channels.

2. **REVIEWING THE IAR.** Review the IAR to make sure it is complete and correct any mistakes you find. Use the following checklist to review the inventory adjustment report. The numbers are keyed to the example in figure 5034-1.

1. Station Fill in the unit or activity designation and station of the company, troop, battery or equivalent organization where the loss occurred.
2. Date Prepared Fill in the calendar date.
3. Page number Fill in the numeral 1 for page 1.

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4. Number of pages Fill in the numeral sequence for pages if more than one page. Otherwise enter 1.
5. Supply Branch Fill in the DSU or the GSU organization description which supports the property book accounts.
6. Property class Fill Organization or Installation if appropriate. A separate DA Form 444 is used for each class of property.
7. Class code Leave blank.
8. Ownership Fill in the property book account code.
9. Condition Fill in destroyed or lost as appropriate.
10. Report number Leave blank.
11. Item number Number in sequence on each DA Form 444. Combination sheets are not authorized.
12. Stock or part number Fill in the correct stock number for the item. If the item is nonstandard, write nonstandard or NSP.
13. Nomenclature Fill in the correct nomenclature of the item. Give an accurate description that will identify a nonstandard item. If the item has serial number, include the number for additional identification.
14. Unit Fill in the unit of issue.
15. Recorded quantity Fill in the unit of issue.
16. Inventory quantity Fill in the unit balance after turn-in or lost without turn-in.
17. Quantity over Leave blank.
18. Quantity short Fill in the number of units being turned-in and the designation of the unit such as 1 ea, 2 pr, 2 doz, etc.
19. Unit standard price Write in the unit cost of the listed items. Detailed information about the cost of articles is in paragraph 3-25, AR 735-11.
20. Debit Leave blank.
21. Credit Fill in the total cost of each entry. Total cost is computed by multiplying the standard unit price by the number of units short.

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22. Certificate Place the following certification below the last item listed. The certification is worked as follows:

I certify that the above inventory adjustments were necessitated by the loss, damage, or destruction of property as outlined in the summary of facts and circumstances on the back of this form, and appropriate action has been initiated in the interest of supply discipline.

(Signed)

(Typed name, grade, branch, title)

NOTE: All copies of the certificate are signed by the commander of the unit identified in the station block or warrant officer in the unit if that person has been designated by the unit commander.

23. Forwarding statement ... Place the following statement immediately below the certificate.

Forwarded for accountable property record adjustment. I have reviewed this voucher and concur in all action being taken.

(Signed)

(Typed name, grade, branch, title)

The immediate commander, not a designated representative, of the next higher headquarters of the unit identified in the station block signs copies 1 through 4.

24. Voucher number Fill in voucher number of the turn-in voucher. If there is more than one turn-in voucher list all voucher numbers.
25. Date approved..... Fill in the date accountable property record adjustment was made by the property book officer/accountable officer.
26. Accountable officer The property book officer's/accountable officer's printed name and signature goes in this block.
27. Director of supply
and maintenance Fill in name of commander for whom the property book or account is being kept.
28. Statement of facts
and circumstances..... Write on the back of DA Form 444 a statement of the facts and circumstances about the damage or destruction. Do not write more than one page, but give specific names, places, and time. Do not attach exhibits or inclosures to the DA Form 444. However, refer to pertinent information kept in other duty-constituted files, unit punishment files, or fire investigation files.

REFERENCE: AR 735-11, Accounting for Lost, Damaged, and Destroyed Property

SKILL LEVEL 5

093-425-5009

REVIEW MARK SENSE FORM

CONDITION: Review completed SIDPERS mark sense forms which show personnel changes. Use Volume I, SIDPERS User Manual.

STANDARD: Make sure that data elements in the CONTROL DATA area and ACTION DATA area are marked on the form correctly.

1. Date.
2. Transaction Mnemonic.
3. Individual's name.
4. Individual's social security number.
5. Your originator code.

Data elements in the ACTION DATA area must be according to the Transaction Procedure, Volume I, SIDPERS User Manual. Take no longer than 20 minutes to review each form.

**PERFORMANCE
MEASURES:**

1. Print letters and numbers in each box. Exceptions are:
 - a. Underline the letter O.
 - b. Slash through the number (0).
 - c. Place bold lines on the top and bottom of the letter I.
 - d. Mark through the center of letter Z.
 - e. Print the number TWO as 2.
2. Make sure the date is always written year-month-day with two digits for each—2 April 1980 would be 80 04 02.
3. Check the correct transaction mnemonic found in the simplified tables in Procedure 2-1, Volume I, SIDPERS User Manual. Make sure it is marked with a letter code.
4. Make sure the first five letters of the last name are written in the box. If the name has less than five letters, leave one blank box after the last name and write as many letters of the first name as possible.
5. Make sure the social security account number (SSAN) is written in the nine boxes provided for it.
6. Make sure originator code is a two number code. Get these codes from your SIDPERS Interface Branch (SIB).
7. Check the ACTION DATA found in each transaction procedure. The procedure identified by transaction in the tables in procedure 2-1, SIDPERS User Manual.
8. Check punctuation in the ACTION DATA area. A slash is required between data elements. Each transaction requires a period at the end.

093-425-5009 (continued)

9. Check each character entered in a box, including periods and slashes, which must be marked in the element blocks with a number 2 pencil per instructions on each form.
10. Follow detailed instructions in chapter 2 and in the applicable transaction procedure, Volume I, SIDPERS User Manual.

REFERENCE: DA PAM 600-8-1, Standard Installation/Division Personnel System, (SIDPERS) Unit Level Procedures

SKILL LEVEL 5

093-425-5037

REVIEW UNIT TRANSMITTAL LETTER (UTL)

CONDITION: Use DA Pam 600-8 to review the completed UTL.

STANDARD: Make sure that the UTL is prepared in four copies and is consecutively numbered. As a minimum, it must have the following information:

1. The Unit Identification Code or Unit Processing Code.
2. Column A must show the total number of individual actions submitted.
3. Column B must show the DD or DA Form number and/or a brief description of the document.
4. Column C must show remarks or identification (last name and last four digits of the individual's SSAN).
5. The UTL must be signed by the commander or an authorized representative.
6. Do this task within 20 minutes.

**PERFORMANCE
MEASURES:**

1. Prepare an original and three copies of the UTL. Assign each UTL a control number and enter the number in the upper right-hand corner of DA Form 2496 (fig 5037-1). Use the next number for each additional UTL prepared. For example, use 02-01. The 02 to the left of the dash represents February, the month in which the UTL was prepared. The 01 to the right of the dash shows that it was the first UTL prepared in February. On the first UTL prepared each month show in the upper left-hand corner of DA Form 2496 the last UTL prepared last month (See example at the top of fig 5037-1).
2. Put the Unit Identification Code or Unit Processing Code in reference or office symbol box. For SIDPERS unit the source document which identifies the Unit Processing Code is in the Letter of Instructions furnished by the local SIDPERS Interface Branch.
3. Fill in the total number of individual actions for each type document in column A. For example, if a Morning Report is submitted for two soldiers fill in the number 2.
4. Enter in column B the DA or DD Form number with a brief description of the document.
5. To identify and control all documents sent to Military Personnel, enter soldier's last name and last four social security number digits in column C REMARKS/IDENTIFICATION (fig 5037-1).

093-425-5037 (continued)

LAST TRANSMITTAL Jan 81-01-22

DISPOSITION FORM For use of this form, see AR 340-18; the proponent agency is TAGO.		Unit Transmittal Letter No. 02-01	
REFERENCE OR OFFICE SYMBOL	SUBJECT		
(UIC/UPC)	Transmittal of Pay and Other Documents		
TO MILPO	FROM Commander	DATE 1 Feb 81	CMT 1
5th ADA GP	HHB 3rd Bn 59th ADA		
Forwarded are attached document(s) which support(s) change(s) in the pay and allowances of the members identified hereon.			
COLM A	COLM B	COL C	
NUMBER	TYPE OF DOCUMENT	REMARKS/IDENTIFICATION	
_____	DA Form 1, cys 1, 3, and 4 w/ substantiating documentation		
_____	DA Form 31, Request and Authority for Leave (Suspense cy)	when leave is approved	
_____	DA Form 31 (Original cy)	when individual returns from leave	
2	DA Form 1341 JUMPS-Army Almt Auth	Mellert-6735 Hoganson-7024	
1	DA Form 3685, Pay Elections	Johnson-3918	
3	DA Form 4187 (Copies 1 and 2) (When used to report accelerated advancement/denial to PVZ)	Smith-9315 Doc-4683 Sharp-4295	
_____	DA Form 4187 (Copies 1 and 2) (Authorized payment sep rates)		
2	DD Form 362, Statement of Charges (3 cys per individual) Other (2 cys per indiv)	Herrold-6153 Gilbert-1837	
8 Incl as		TERRY E. LEADER CPT, OrdC Commanding	

DA FORM 2496
AUG 80

PREVIOUS EDITIONS WILL BE USED

Figure 5037-1

REFERENCE: DA Pam 600-8, Military Personnel Office Management and Administrative Procedures

SKILL LEVEL 5

093-425-5038

ASSIST THE COMMANDER IN THE CONDUCT OF A PERSONNEL ASSET INVENTORY (PAI)

- CONDITION:** Help conduct a Personnel Asset Inventory (PAI). Use the Personnel Strength Zero Balance Report; DA Form 2986 (Validation of Military Personnel Strength); AR 680-31 (Military Personnel Asset Inventory and Strength Reconciliation); and the SIDPERS Personnel Data Card (PDC-SIDPERS) file.
- STANDARD:** All assigned and attached personnel are accounted for.
- PERFORMANCE MEASURES:**
1. Understand that the Personnel Asset Inventory (PAI) is a physical accounting of manpower at unit level. The inventory compares commissioned officer, warrant officer, and enlisted personnel by name and social security number against the data shown in the Personnel Zero Balance Report and the SIDPERS Personnel Data Cards (PDC-SIDPERS).
 2. Be aware that PAI is required under the following conditions:
 - a. A change of commander.
 - b. Once a year in units where personnel are usually assigned for 9 weeks or more.
 - c. Fourteen days before a unit is moved to another installation, is deactivated, discontinued, or is temporarily at zero strength.
 - d. Commanders in the chain of command direct.
 - e. Unit strength varies more than two percent.
 3. Get the latest copy of the Personnel Strength Zero Balance Report. Use it and the Personnel Strength Roster as a basis for the PAI. Reassignment gains or losses reported after the "AS OF" date are added or deleted from the roster and provide a summary of all personnel assigned to the unit. The Personnel Strength Zero Balance Report is prepared and published for units and organizations which are supported by SIDPERS. Automated Strength Rosters prepared by systems other than SIDPERS are known as the Personnel Strength Rosters (PERSR).
 4. Schedule a formation for the PAI. Tell all assigned and attached personnel the time, date, and place where it will be held. At the time of the PAI, units must account for all attached Active Army personnel by name except those who are attached for training or who are participating in the Special Reserve Components Programs.

NOTE: Make sure a form letter is sent to the commanders of the units to which the attached Active Army personnel are assigned within 10 days after the PAI. Unit commanders verify the personnel listed in the letters are properly accounted for in the accountable strength of the unit of assignment shown in the letter. If the unit of assignment is incorrect because the person has been reassigned, copies of the reassignment orders are sent to the unit which reported the person as attached. The total number of attached Active Army personnel is verified and corrections made if needed.

093-425-5038 (continued)

5. For a more detailed explanation of the PAI and instructions for conducting and recording the findings of the PAI on a DA Form 3986, look in chapter 3, AR 680-31.
6. Make three or four copies of DA Form 3986 and complete items 1 through 9 (AR 380-31). The DA Form 3896 (Validation of Personnel Strength) is evidence a PAI was conducted.
7. After the PAI is complete, make distribution (p 3-5, AR 380-31). The approving authority is the Military Personnel Strength Monitor (MPSM).

REFERENCE: AR 680-31, Military Personnel Asset Inventory and Strength Reconciliation

SKILL LEVEL 5

093-425-5039

REVIEW PERSONNEL STRENGTH ZERO BALANCE REPORT, PARTS I AND II

- CONDITION:** Use Volume I, SIDPERS User Manual, and the Personnel Data SIDPERS (PDC-SIDPERS) file to review Parts I and II of the monthly Personnel Strength Zero Balance Report.
- STANDARD:** Make sure the following actions are done according to procedure 4-7, Volume I, SIDPERS user manual, to meet suspense date.
1. Personnel shown on the report are the same as those shown on the PDC-SIDPERS for ALL assigned and attached personnel.
 2. Determine the status of ALL personnel shown on the report but who are not actually assigned or attached personnel.
 3. Determine the status of ALL personnel assigned or attached but who are not shown on the report.
 4. Delete or change reports as needed.
- PERFORMANCE MEASURES:**
1. The Personnel Strength Zero Balance Report provides the following information:
 - a. Part I: Tells the commander that the duty status categories on the SIDPERS Organization Master File (SOMF) and the SIDPERS Personnel File (SPF) have been reconciled.
 - b. Part II: Tells the commander how to reconcile the unit's strength "by name" for each assigned or attached soldier in the unit.
 2. Distribute the report to the unit once a month. It is the unit's responsibility to make sure reports balance and that any deletions or changes are sent within the time prescribed by the local SIDPERS Interface Branch.
 3. Use the detailed explanation and step-by-step process in Procedure 4-7, Volume I, SIDPERS user Manual.
- REFERENCE:** DA Pam 600-8-1, Standard Installation/Division Personnel System, (SIDPERS) Unit Level Procedures

093-425-5041

**REVIEW DA FORM 3815 (SIDPERS INPUT AND CONTROL
DATA-AUTHENTICATION AND TRANSMITTAL
(BATCH CONTROL FORM))**

CONDITION: Review DA Form 3815, SIDPERS Input and Control Data-Authentication and Transmittal; SIDPERS Change Reports; and/or Error Suspense Cards for accuracy. Use Volume I, SIDPERS user Manual to help in your review.

STANDARD: Make sure that each DA Form 3815, Batch Control Form, has the following information on the front.

1. Item 1. Date prepared
- Item 2. Originator's code
- Item 3. Batch number
- Item 4. Appropriate To, Thru, and SIP address
- Item 5. "From unit" designation and telephone number
- Item 6. Input form, the number of each type form or error suspense card submitted, and the total number of all forms and cards submitted.
- Item 7. Name and title of certifying officer
- Item 8. Grade and branch of certifying officer
- Item 9. Leave blank
- Item 10. Leave blank
- Item 11. Leave blank
2. Make sure each DA Form 3815 identifies the specific SIDPERS change reports and error suspense cards on the back of the carbon copy.

- PERFORMANCE MEASURES:**
1. Submit a DA Form 3815 for each reporting period (each 24 hours beginning 0001 and ending 2400) in which SIDPERS Change Reports and/or Error Suspense Cards submitted. SIDPERS Interface Branch negative reports are not needed. SIDPERS change reports for nonduty days are prepared and sent to the personnel office the next duty day.
 2. Look for the explanation of each item needed on the front and back of the DA Form 3815 in paragraph 2-14, Volume I, SIDPERS user Manual. The explanations include signature authority, suspense requirements, and retention and disposition of the form.

REFERENCE: DA Pam 600-8-1, Standard Installation/Division Personnel System (SIDPERS), Unit Level Procedures

SKILL LEVEL 5

093-425-5042

SUPERVISE PREPARATION AND TRANSMITTAL OF PERSONNEL ACCOUNTING DATA FOR SIDPERS

- CONDITION:** Supervise preparation and transmittal of personnel accounting data for SIDPERS, when the unit has Consolidation of Administration at Battalion Level (CABL).
- STANDARD:** Make sure all information needed by the battalion Personnel Administration Center (PAC) is accurate, complete and submitted within 30 minutes.
- PERFORMANCE MEASURES:** If under PAC you must do the following:
1. Report any changes to PAC. Your report may be oral or handwritten.
- If not under PAC you must do the following:
2. Prepare DA Form 3728, SIDPERS Input and Control Data — Personnel Change (Expanded), for any change in individual strength accounting. This includes all personnel on approved leave, hospital absences, AWOL, TDY, detained by law enforcement officers and other absences.
 3. Enter appropriate information on back of DA Form 2475-2, Personnel Data—SIDPERS.
 4. Attach completed DA Form 3728 to DA Form 3815, SIDPERS Input and Control Data — Authentication and Transmittal.
 5. Prepare DA Form 3732, SIDPERS and Control Data-Organization data (abbreviated), for each individual's arrival or departure.
 6. Prepare DA Form 3732 on the last day of each month, and show total strength.
 7. Attach DA Form 3732 to DA Form 3815 which has a DA Form 3728.
 8. Send these forms to the SIDPERS office at the battalion level.
- REFERENCE:** DA Pam 600-8-1, Standard Installation/Division Personnel System (SIDPERS); Unit Level Procedures

093-425-4052

MONITOR MAINTENANCE OF UNIT EQUIPMENT

CONDITION: Monitor maintenance of all unit equipment in the maintenance shop area. Use publications listed in the references.

STANDARD: Complete all performance measures correctly.

PERFORMANCE MEASURES:

1. Check quality of preventive maintenance done on the following equipment:
 - a. Unit trucks and trailer.
 - b. Unit shops and equipment (appropriate equipment publications).
 - c. Float equipment (FM 9-59).
 - d. Miscellaneous equipment (FM 9-59).
2. Check quality of repair done on the following equipment:
 - a. Unit trucks and trailers (FM 9-59).
 - b. Unit shops and equipment.
 - c. Unit float equipment.
 - d. Miscellaneous equipment.
3. Check to see if all maintenance forms and records are correct and complete (chap 3, TM 38-750).
4. Check to see if all needed repair parts have been ordered (FM 9-59).
5. Follow all safety rules.

REFERENCES:

DA Pam 750-1, Commander's Guide of Preventive Maintenance Indicators

FM 9-59, Missile Support Unit Operations

FM 29-23, Direct Support Maintenance Operations (nondivisional)

TM 38-750, TAMMS

TM 750-245-4, QA/QC

SKILL LEVEL 5

093-425-5055

MONITOR ISSUE AND EVACUATION OF EQUIPMENT

CONDITION Monitor the issue and evacuation of equipment. Do this task in the maintenance shop area. Use publications listed in the references.

STANDARD: Complete all performance measures correctly within 20 minutes.

PERFORMANCE MEASURES:

1. Verify that the reason for evacuation or issue of equipment is valid.
2. Check equipment to see if technical inspections were done on incoming and outgoing items (chap 3, TM 38-750; FM 9-59; and FM 29-23).
3. Check to see if the correct records and forms are with the equipment.
 - a. Calibration (DA Form 2416 or 2402, chap 6, TM 38-750).
 - b. Turn-in excess equipment (chap 2, AR 710-2).
 - c. Not repairable this station (NRTS) (chap 4, FM 29-23; FM 9-59; table A-14, app A, TM 38-750).
4. Check to see if the correct methods of issue were used for float equipment (FM 9-59).

REFERENCES: AR 710-2, Material Management for Using Units, Support Units and Installations
FM 9-59, Missile Support Unit Operations
FM 29-23, Direct Support Maintenance Operations (Nondivisional)
TM 38-750, TAMMS
TM 750-245-4, QA/QC

093-425-5057

MONITOR SHOP SAFETY

- CONDITION:** Monitor safety in the maintenance shop. Use FM 9-59.
- STANDARD:** Complete all performance measures correctly, and report your findings to the shop officer
- PERFORMANCE MEASURES:**
1. Make sure shop personnel know the shop safety rules.
 2. make sure new personnel are taught safe shop practices.
 3. Make sure all personnel are familiar with the safety program.
 4. Make sure there are no safety hazards.
 5. Make sure personnel are aware of all special safety rules.
 6. Make sure there is enough safety clothing and equipment for all personnel.
- REFERENCE:** FM 9-59, Missile Support Unit Operations

SKILL LEVEL 5

093-425-5058

MONITOR PREPARATIONS FOR INSPECTIONS

- CONDITION:** Do this task in the maintenance shop area. Use publications listed in the references to check all preparations for an inspection.
- STANDARD:** Complete all performance measures correctly within approximately 6 hours.
- PERFORMANCE MEASURES:**
1. Check to see if any problem areas found in the last inspection still exist (appropriate TMs).
 2. Check to see if preparation priorities are set.
 3. Check to see if minimum grade levels needed to pass an inspection are set (appropriate TMs and FMs).
 4. Check to see if areas of responsibility are assigned.
- REFERENCE:** FM 9-59, Missile Support Unit Operations

093-425-5060

MONITOR SHOP OPERATIONS

CONDITION:	You are given FM 9-59 and applicable equipment publications to monitor shop operations in a maintenance shop area.
STANDARD	Complete all performance measures as outlined in FM 9-59 and the applicable equipment publications.
PERFORMANCE MEASURES:	1. Inspect the production control system. 2. Inspect the QA/QC program. 3. Inspect technical publications library. 4. Make sure that files and records are correctly maintained. 5. Inspect shop office to see that all work which enters or leaves the shop is being checked in and out correctly. 6. Check shop office to see if work flow through the shop is controlled correctly. 7. Check shop office to see if contact teams are sent out correctly. 8. Check shop office to see if reports are prepared properly. 9. Make sure that requests for needed parts are being given to Technical Supply. 10. Check shop sections to see if supported units are receiving good services. 11. Check shop sections to see if maintenance on shop equipment is correctly done (applicable equipment publication). 12. Check shop sections to see if maintenance of float items is being done correctly. 13. Check shop sections to see if records and reports are prepared properly, and if they give good feedback data to shop office. 14. Check shop sections to see if SOJT and cross training are being done. 15. Check shop sections to see if safety programs are followed. 16. Check shop sections for good security practices.
REFERENCE:	FM 9-59, Missile Support Unit Operations

SKILL LEVEL 5

093-434-5823

ADVISE COMMANDER ON UNIT READINESS

CONDITION: You are to advise and help the commander determine unit readiness. You can do this task anywhere, anytime. Use unit statistical data; references listed at the end of this task; DA Form 2715 (Unit Readiness Report Worksheet); pencil and paper.

STANDARD: Complete DA Form 2715 as of the 20th of every month. Send it promptly enough to get to JCS within 5 working days after the 20th. The worksheet must be 100 percent complete and accurate.

PERFORMANCE MEASURES:

1. Study the references listed at the end of the task.
2. Collect the unit statistical data such as:
 - equipment authorized and on hand
 - operational equipment
 - Personnel: authorized, assigned, MOS trained, and rate of turnover.
3. Study the data.
4. Prepare DA Form 2715 (AR 220-1).
5. Give the form to the commander, and advise him orally of items not on the worksheet such as:
 - morale
 - leadership quality
 - training quality
 - equipment reliability

REFERENCES: AR 220-1, Unit Status Reporting
AR 750-25, Army Metrology and Calibration System
ARTEP 29-226, TMDE Calibration and Repair Support Company
TM 38-750, TAMMS
ACCP Subcourse IS 0271, Unit Readiness (Advanced)

APPENDIX

CONSOLIDATED LIST OF REFERENCES

All references containing information on the subjects listed in this Soldier's Manual may not be listed here. New material is constantly being published and present references may become obsolete. See the DA Pam 310 series and instructional material catalogs to keep up-to-date.

DOD

5200.1-R Information Security Program Regulation

ARMY REGULATIONS (AR)

15-6	Procedure For Investigating Officers and Boards of Officers
20-1	Inspector General Activities and Procedures
27-1	Judge Advocate Legal Service
27-10	Military Justice
27-20	Claims
30-1	The Army Food Service Program
37-101-1	Field Organization and Operating Instructions Under The Joint Uniform Military Pay System -Army (Jumps-Army)
37-104-3	Military Pay and Allowances Procedures: Joint Uniform Military Pay System (Jumps-Army)
40-121	Uniform Services Health Benefit Program
65-1	Army Postal Operating Instructions
65-75	Unit Mail Service
105-31	Record Communications
190-9	Military Absentee and Deserter Apprehension Program, Skill 5
190-11	Physical Security of Weapons, Ammunition, and Explosives
190-13	The Army Physical Security Program
220-1	Unit Status Reporting
220-45	Duty Rosters
310-1	Publications, Blank Forms, and Printing Management
310-2	Identification and Distribution of DA Publications and Issue Of Agency and Command Administrative Publications
310-10	Military Orders
310-31	Management System for Tables of Organization and Equipment (The TOE System)

MY REGULATIONS (AR)

49	The Army Authorization Documents System (TADDs)
50	Catalog of Abbreviations and Brevity Codes (Available in 4x8 microfiche only)
1	Records Management Program
2	Maintenance and Disposition of Records in TOE Units of the Active Army, the Army Reserve and the National Guard
15	Preparing Correspondence
18-1	The Army Functional Files System General Provision
18-11	Maintenance and Disposition of Communications Functional Files
212	Military Justice
5	Department of the Army Information Security Program Regulation
10	The Army Casualty System
21	Equal Opportunity Program in the Army
25	Salutes, Honors, and Visits of Courtesy
31	Suspension of Favorable Personnel Actions for Military Personnel in National Security Cases or Other Investigations or Proceedings
50	Standards of Conduct for Department of Army Personnel
76	Organizational Effectiveness (OE) Activities and Training
85	Alcoholic and Drug Abuse Prevention and Control Program
200	Enlisted Personnel Management System
280	Army Reenlistment Program
5	Clearance of Personnel for Access to Classified Defense Information and Material
201	Enlisted Career Management Fields and Military Occupational Specialties
5	Army Continuing Education System (ACES)
5	Leave, Passes, Permissive Temporary Duty, and Public Holidays
10	Absent Without Leave and Desertion
200	Enlisted Personnel
2-1	Personnel Qualification Records
5-1	Military Awards
1	Unit Strength Accounting and Reporting
29	Military Personnel, Organization, and Type of Transaction Codes
31	Military Personnel Asset Inventory and Strength Reconciliation
84	Issue and Sale of Personal Clothing
2	Material Management For Using Units, Support Units and Installations

ARMY REGULATIONS (AR)

735-11	Accounting For Lost, Damaged, and Destroyed Property
750-1	Army Materiel Maintenance Concepts and Policies
750-25	Army Metrology and Calibration System
750-40	Missile Material Readiness Report

DA PAMPHLETS (DA PAM)

1-10	Improve Your Writing
310-1	Index of Administrative Publications
310-2	Index of Blank Forms
310-3	Index of Doctrinal, Training, and Organizational Publications
310-4	Index of Technical Manuals, Technical Bulletins, Supply Manuals (Type 7, 8, and 9), Supply Bulletins and Lubrication Orders
310-10	Guide for Publications Supply Personnel
310-10-2	The Standard Army Publications System (Starpub): Resupply Guide
310-13	Posting and Filing Publications
600-8	Military Personnel Office Management and Administrative Procedures
600-8-1	Standard Installation/Division Personnel System (SIDPERS); Unit Level Procedures
600-8-2	Standard Installation/Division Personnel System (SIDPERS); Military Personnel Office Level Procedures
750-1	Maintenance Guide For Learners (Aug 79)

FIELD MANUALS (FM)

7-7 (HTF)	The Mechanized Infantry Platoon and Squad (How to Fight)
7-8 (HTF)	The Infantry Platoon and Squad (Infantry, Airborne, Air Assault Ranger)
7-20 (HTF)	The Infantry Battalion (Infantry, Airborne, Air Assault, Ranger) (How to Fight)
9-38	Conventional Ammunition Unit Operations
9-47	Special Ammunition Unit Operations
9-59	Missile Support Unit Operations
10-14	Unit and Organization Supply (Manual Procedures)
19-15	Civil Disturbances
19-30	Physical Security
21-2	Soldier's Manual of Common Tasks, Skill Level 1

FIELD MANUALS (FM)

21-3	Soldier's Manual of Common Tasks, Skill Level 2, 3, and 4
21-6	How to Prepare and Conduct Military Training
21-30	Military Symbols
21-40	NBC (Nuclear, Biological and Chemical) Defense
22-5	Drill and Ceremonies
22-100	Military Leadership
22-101	Leadership Counseling
27-1	Legal Guide For Commanders
27-14	Legal Guide for the Soldier
29-2	Organizational Maintenance Operations
29-23	Direct Support Maintenance Operations (Nondivisional)
29-25	Direct Exchange, Shop Supply and Operational Readiness Float Procedures
71-2 (HTF)	The Tank and Mechanized Infantry Battalion Task Force (How to Fight)
101-5	Staff Officer's Field Manual, Staff Organization and Procedure

TRAINING CIRCULAR (TC)

26-1	Commander's Guide to Organizational Effectiveness
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TECHNICAL MANUALS (TM)

3-220	Chemical, Biological and Radiological (CBR) Decontamination
3-6665-225-12	Operator's and Organizational Maintenance Manual: Alarm, Chemical Agent, Automatic Portable, Manpack, M8 (NSN 665-00-935-6955) Fixed Emplacement M10 (6665-00-169-1446) For Trucks, Utility: ¼-Ton, M11 (6665-00-169-1447); Truck: ¾-Ton M12 (6665-00-169-1448), Truck 2½-Ton, M13 (6665-00-169-1449); Full-Track Armored Personnel Carriers and Recovery Vehicles, M14 (6665-00-169-1450), Carrier, Command and Reconnaissance, Armored: M15 (6665-00-169-1451) w/ Power Supply for Truck Utility: ¼-Ton, M16 (6665-00-169-1452); Truck: ¾-Ton, M17 (6665-00-169-1453) and Truck: 2-½-Ton, M18 (6665-00-169-1454)
5-312	Military Fixed Bridges
9-1425-525-1	Description of Improved HAWK Air Defense Guided Missile System (Improved HAWK Air Defense Guided Missile System) (U)
9-1425-525-12-1	Operator and Organizational Maintenance Manual: Emplacement of Improved HAWK Air Defense Guided Missile System (Improved HAWK Air Defense Guided Missile System)
9-1425-525-12-2	Operator and Organizational Maintenance Manual: System Functional Diagrams (Improved HAWK Air Defense Guided Missile System)

TECHNICAL MANUALS (TM)

9-1425-525-12-3	Operator and Organizational Maintenance Manual: Electronic Countermeasures and Counter-Countermeasures (Improved HAWK Air Defense Guided Missile System) (U)
9-1425-525-12-4	Operator's and Organizational General Maintenance For The Improved HAWK Guided Missile System
9-1425-525-12-5	Organizational Maintenance Manual: System Functional Interconnection Diagrams (Improved HAWK Air Defense Guided Missile System)
9-1425-525-34	Direct Support and General Support Maintenance Manual General Maintenance For (Improved HAWK Air Defense Guided Missile System)
9-1425-585-14/2	Operator, Organizational, Direct Support and General Support Maintenance Manual (Including Repair Parts and Special Tool Lists) For Electrical Equipment Shelters (CHAPARRAL Air Defense Guided Missile System) (Forward Area Alerting Radar System) and (Improved HAWK Air Defense Guided Missile System)
9-1430-526-12-1	Operator and Organizational Maintenance Manual Improved Guided Missile Battery Control Central, AN/TSW-8 (XO-1) (Improved HAWK Air Defense Guided Missile System)
9-1430-526-12-2-1	Operator and Organizational Maintenance Manual: Functional Theory and Schematics For Improved Guided Missile Battery Control Central AN/TSW-8 (XO-1) (Improved HAWK Air Defense Guided Missile System) (U)
9-1430-526-12-2-2	Operator and Organizational Maintenance Manual Functional Theory and Schematics For Improved Guided Missile Battery Control Central AN/TSW-8 (XO-1) (Improved HAWK Air Defense Guided Missile System) (U)
9-1430-526-12-3	Operator and Organizational Maintenance Manual: Schematics For Improved Guided Missile Battery Control Central AN/TSW-8 (XO-1) (Improved HAWK Air Defense Guided Missile System)
9-1430-526-34-1	Direct Support and General Support Maintenance Manual: Units Of Guided Missile Battery Control Central AN/TSW-8 (XO-1) Tested At The High Frequency Console (Improved HAWK Air Defense Guided Missile System)
9-1430-526-34-2	Direct Support and General Support Maintenance Manual For Improved Guided Missile Battery Control Central AN/TSW-8 (XO-1) (Improved HAWK Air Defense Guided Missile System)
9-1430-527-12-1	Operator's and Organizational Maintenance Manual: Guided Missile System Information and Coordination Central AN/MSQ-95 (XO-1) and (XO-2) (Improved HAWK Air Defense Guided Missile System)
9-1430-527-12-2-1	Operator's and Organizational Maintenance Manual: Functional Theory and Schematics for Guided Missile System Information and Coordination Central AN/MSQ-95 (XO-1) and (XO-2) (Improved HAWK Air Defense Guided Missile System)
9-1430-527-12-2-2	Operator's and Organizational Maintenance Manual Functional Theory and Schematics for Guided Missile System, Information and Coordination Central, AN/MSQ-95 (XO-1 and XO-2) (Improved HAWK Air Defense Guided Missile System)

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9-1430-527-12-2-3	Operator's and Organizational Maintenance Manual Functional Theory and Schematics for Guided Missile System Information and Coordination Central AN/MSQ-95 (XO-1) and (XO-2) (Improved HAWK Air Defense Guided Missile System)
9-1430-527-12-3	Operator and Organizational Maintenance Manual: Fault Isolation and Correction for Radar Target Data Processor: A Part of Guided Missile System Information and Coordination Central, AN/MSQ-95 (XO-1) and (XO-2) (Improved HAWK Air Defense Guided Missile System)
9-1430-527-34-1	Direct Support and General Support Maintenance Manual: Units of Guided Missile Information and Coordination Central AN/MSQ-95, Tested at the High Frequency Console (Improved HAWK Air Defense Guided Missile System)
9-1430-527-34-2-1	Direct Support and General Support Maintenance Manual: Guided Missile System Information and Coordination Central AN/MSQ-95 (XO-1) and (XO-2) (Improved HAWK Air Defense Guided Missile System)
9-1430-527-34-2-2	Direct Support and General Support Maintenance Manual: Guided Missile System Information and Coordination Central AN/MSQ-95 (XO-1) and (XO-2) (Improved HAWK Air Defense Guided Missile System)
9-1430-527-34-2-3	Direct Support and General Support Maintenance Manual: Guided Missile System Information and Coordination Central AN/MSQ-95 (XO-1) and (XO-2) (Improved HAWK Air Defense Guided Missile System).
9-1430-528-12-1	Operator and Organizational Maintenance Manual: Radar Set AN/MPQ-48 (XO-1) (Improved HAWK Air Defense Guided Missile System).
9-1430-528-12-2-1	Operator and Organizational Maintenance Manual: Functional Theory and Schematics, Improved CW Acquisition Radar Set AN/MPQ-48 (XO-1) (Improved HAWK Air Defense Guided Missile System) (U)
9-1430-528-12-2-2	Operator and Organizational Maintenance Manual: Functional Theory and Schematics, Improved CW Acquisition Radar Set AN/MPQ-48 (XO-1) (Improved HAWK Air Defense Guided Missile System) (U)
9-1430-528-12-3	Operator and Organizational Maintenance Manual: Schematics for Radar Set AN/MPQ-48 (XO-1) (Improved HAWK Air Defense Guided Missile System)
9-1430-528-34-1	Direct Support and General Support Maintenance Manual: Units of Radar Set AN/MPQ-48 (XO-1) Tested at High Frequency Console (Improved HAWK Air Defense Guided Missile System) (U)
9-1430-528-34-2	Direct and General Support Maintenance Manual Radar Set AN/MPQ-48 (XO-1) (Improved HAWK Air Defense Guided Missile System)
9-1430-529-12-1	Operator's and Organizational Maintenance Manual: Radar Set AN/MPQ-51 (XO-1), 10399038 W/E: 10674604 WO/E (NSN 1430-00-178-8454) (Improved HAWK Air Defense Guided Missile System)
9-1430-529-12-2	Organizational Maintenance Manual: Functional Theory and Schematics for Radar Set, AN/MPQ-51(XO-1) (Improved HAWK Air Defense Guided Missile System) (U)

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9-1430-529-12-3	Operator and Organizational Maintenance Manual: Schematics for Radar Set AN/MPQ-51 (XO-1) (Improved HAWK Air Defense Guided Missile System) (U)
9-1430-529-34-1	Direct Support and General Support Maintenance Manual: Units of Radar Set, AN/MPQ-51 (XO-1) Tested At the High Frequency Consoles (Improved HAWK Air Defense Guided Missile System) (U)
9-1430-529-34-2	Direct Support and General Support Maintenance Manual: Radar Set AN/MPQ-51 (XO-1) (Improved HAWK Air Defense Guided Missile System)
9-1430-532-12-1	Operator and Organizational Maintenance Manual: Guided Missile System Radar Signal Simulator Station AN/TPQ-29 (XO-1) (Improved HAWK Air Defense Guided Missile System) (U)
9-1430-532-12-2	Operator and Organizational Maintenance Manual: Functional Theory and Schematics for Guided Missile System Radar Signal Simulator Station AN/TPQ-29 (XO-1) (Improved HAWK Air Defense Guided Missile System) (U)
9-1430-532-12-3	Operator and Organizational Maintenance Manual: Schematics and Wiring List for Guided Missile System Radar-Signal Simulator Station AN/TPQ-29 (XO-1) (Improved HAWK Air Defense Guided Missile System) (U)
9-1430-533-12-1	Operator's and Organizational Maintenance Manual for Improved High-Powered Illuminator Radar Set AN/MPQ-46 (XO-1) (Improved HAWK Air Defense Guided Missile System)
9-1430-533-12-2-1	Operator and Organizational Maintenance Manual Functional Theory and Schematics for Radar Set, AN/MPQ-46 (XO-1) (Improved HAWK Air Defense Guided Missile System) (U)
9-1430-533-12-2-2	Operator's and Organizational Maintenance Manual: Functional Theory and Schematics for Radar Set, AN/MPQ-46 (XO-1) (Improved HAWK Air Defense Guided Missile System) (U)
9-1430-533-12-3	Operator's and Organizational Maintenance Manual: Schematics for Improved High Power Illuminator Radar Set, AN/MPQ-46 (XO-1) (Improved HAWK Air Defense Guided Missile System) (U)
9-1430-533-12-4-1	Operator and Organizational Maintenance Fault Isolation Manual For Improved High-Powered Illuminator Radar, AN/MPQ-46 (XO-1) (Improved HAWK Air Defense Guided Missile System).
9-1430-533-12-4-2	Operator's And Organizational Maintenance Fault Isolation Manual For Improved High-Powered Illuminator Radar AN/MPQ-46 (XO-1) (Improved HAWK Air Defense Guided Missile System)
9-1430-533-12-4-3	Operator and Organizational Maintenance Fault Isolation Manual For Improved High-Powered Illuminator Radar AN/MPQ-46 (XO-1) (Improved HAWK Air Defense Guided Missile System)
9-1430-533-12-4-4	Operator and Organizational Maintenance Fault Isolation Manual For Improved High-Powered Illuminator Radar, AN/MPQ-46 (XO-1) (Improved HAWK Air Defense Guided Missile System)

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9-1430-533-12-4-5	Operator's and Organizational Maintenance Fault Isolation Manual: For Improved High-Powered Illuminator Radar AN/MPQ-46 (XO-1) (Improved HAWK Air Defense Guided Missile System)
9-1430-533-12-4-6	Operator's and Organizational Maintenance Fault Isolation Manual For Improved High-Powered Illuminator Radar AN/MPQ-46(XO-1) (Improved HAWK Air Defense Guided Missile System)
9-1430-533-12-4-7	Operator's and Organizational Maintenance Fault Isolation Manual: For Improved High-Powered Illuminator Radar AN/MPQ-46 (XO-1) (Improved HAWK Air Defense Guided Missile System)
9-1430-533-12-4-8	Operator's and Organizational Maintenance Fault Isolation Manual For Improved High-Powered Illuminator Radar AN/MPQ-46 (XO-1) (Improved HAWK Air Defense Guided Missile System)
9-1430-533-12-4-9	Operator and Organizational Maintenance Fault Isolation Manual: Improved High-Powered Illuminator Radar AN/MPQ-46 (XO-1) (Improved HAWK Air Defense Guided Missile System)
9-1430-533-34-1	Direct Support and General Support Maintenance Manual: Units Of Radar Set, AN/MPQ-46 (XO-1) Tested At the High-Frequency Console (Improved HAWK Air Defense Guided Missile System) (U)
9-1430-533-34-2	Direct Support And General Support Maintenance Manual: Radar Set, AN/MPW-46 (XO-1) (Improved HAWK Air Defense Guided Missile System)
9-1430-534-12-1	Operator's And Organizational Maintenance Manual For Radar Set, AN/MPQ-50 (XO-1) 10399037 (W/E) 10673550 (WO/E) (NSN 1430-00-178-8453) (Improved HAWK Air Defense Guided Missile System)
9-1430-534-12-2	Operator And Organizational Maintenance Manual: Functional Theory And Schematics For Radar Set, AN/MPQ-50 (XO-1) (Improved HAWK Air Defense Guided Missile System) (U)
9-1430-534-12-3	Operator And Organizational Maintenance Manual: Schematics For Radar Set, AN/MPW-50 (XO-1) (Improved HAWK Air Defense Guided Missile System) (U)
9-1430-534-34-1	Direct Support And General Support Maintenance Manual: Units Of Radar Set AN/MPQ-50 (XO-1) Tested At The High Frequency Console (Improved HAWK Air Defense Guided Missile System) (U)
9-1430-534-34-2	Direct Support And General Support Maintenance Manual For Radar Set AN/MPQ-50 (XO-1) (Improved HAWK Air Defense Guided Missile System) (U)
9-1430-535-12-1	Operator's And Organizational Maintenance Manual: Improved Platoon Command Post AN/MSW-11 (XO-1) (Improved HAWK Air Defense Guided Missile System)
9-1430-535-12-2-1	Operator And Organizational Maintenance Manual: Functional Theory and Schematics For Improved Platoon Command Post AN/MSW-11 (XO-1) (Improved HAWK Air Defense Guided Missile System)

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- 9-1430-535-12-2-2 Operator And Organizational Maintenance Manual: Functional Theory and Schematics For Improved Platoon Command Post AN/MSW-11 (XO-1) (Improved HAWK Air Defense Guided Missile System)
- 9-1430-535-12-2-3 Operator And Organizational Maintenance Manual: Functional Theory And Schematics For Improved Platoon Command Post, AN/MSW-11 (XO-1) (Improved HAWK Air Defense Guided Missile System)
- 9-1430-535-12-3 Operator And Organizational Maintenance Manual: Fault Isolation And Correction For Improved Platoon Command Post, AN/MSW-11 (XO-1) (Improved HAWK Air Defense Guided Missile System)
- 9-1430-535-34-1 Direct Support And General Support Maintenance Manual: Units Of Improved Platoon Post, AN/MSW-11, (XO-1) Tested At The High Frequency Console (Improved HAWK Air Defense Guided Missile System)
- 9-1430-535-34-2-1 Direct Support And General Support Maintenance Manual: Improved Platoon Command Post, AN/MSW-11 (XO-1) (Improved HAWK Air Defense Guided Missile System)
- 9-1430-535-34-2-2 Direct Support And General Support Maintenance Manual: Guided Missile Improved Platoon Command Post, AN/MSW-11 (XO-1) (Improved HAWK Air Defense Guided Missile System)
- 9-1430-1526-12-1 Operator's And Organizational Maintenance Manual: Improved Guided Missile Battery Control Central, AN/TSW-11 (NSN 1430-01-042-4910) (Improved HAWK Air Defense Guided Missile System)
- 9-1430-1526-12-2-1 Operator's And Organizational Maintenance Manual Functional Theory And Schematics For Improved Guided Missile Battery Control Central, AN/TSW-11 (NSN 1430-01-042-4910)(Improved HAWK Air Defense Guided Missile System) (U)
- 9-1430-1526-12-2-2 Operator's And Organizational Maintenance Manual Functional Theory And Schematics For Improved Guided Missile Battery Control Central, AN/TSW-11 (XO-1) (NSN 1430-01-042-4910) (Improved HAWK Air Defense Guided Missile System) (U)
- 9-1430-1526-12-3 Operator's And Organizational Maintenance Manual: Schematics For Improved Guided Missile Battery Control Central, AN/TSW-11 (XO-1) (NSN 1430-01-042-4910) (Improved HAWK Air Defense Guided Missile System)
- 9-1430-1526-34-1 Direct Support And General Support Maintenance Manual For Units Of Guided Missile Battery Control Central, AN/TSW-11 (NSN 1430-01-042-4910) Tested At The High Frequency Console (Improved HAWK Air Defense Guided Missile System)
- 9-1430-1526-34-2 Direct Support And General Support Maintenance Manual For Improved Guided Missile Battery Control Central, AN-TSW-11 (XO-1) (Improved HAWK Air Defense Guided Missile System)
- 9-1430-1528-12-1 Operator's And Organizational Maintenance Manual For Radar Set AN/MPQ-55 (XO-1) 11510700 (NSN 1430-01-042-4907) (Improved HAWK Air Defense Guided Missile System) (U)

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9-1430-1528-12-2-1	Operator's And Organizational Maintenance Manual Functional Theory And Schematics For Improved CW Acquisition Radar Set, AN/MPQ-55 (XO-1) (Improved HAWK Air Defense Guided Missile System) (U)
9-1430-1528-12-2-2	Operator And Organizational Maintenance Manual Functional Theory And Schematics For Improved CW Acquisition Radar Set, AN/MPQ-55 (Improved HAWK Air Defense Guided Missile System) (U)
9-1430-1528-12-3	Operator's And Organizational Maintenance Manual: Schematics For Improved CW Acquisition Radar Set, AN/MPQ-55 (XO-1) 11510700 (NSN 1430-01-042-4907) (Improved HAWK Air Defense Guided Missile System) (U)
9-1430-1528-34-1	Direct Support And General Support Maintenance Manual For Units Of Radar Set AN/MPQ-55 (XO-1) Tested At The High-Frequency Console (Improved HAWK Air Defense Guided Missile System) (U)
9-1430-1528-34-2	Direct Support And General Support Maintenance Manual For Radar Set, AN/MPQ-55 (XO-1) (Improved HAWK Air Defense Guided Missile System)
9-1430-1532-12-1	Operator's And Organizational Maintenance Manual For Guided Missile System Radar-Signal Simulator Station, AN/TPQ-29 (XO-1) (Improved HAWK Air Defense Guided Missile System) (U)
9-1430-1532-12-2	Operator's And Organizational Maintenance Manual Functional Theory And Schematics For Guided Missile System Radar-Signal Simulator Station, AN/TPQ-29 (XO-1) (Improved HAWK Air Defense Guided Missile System) (U)
9-1430-1532-12-3	Operator's And Organizational Maintenance Manual Schematics And Wiring Lists For Guided Missile System Radar Signal Simulator Station, AN/TPQ-29 (XO-1) (Improved HAWK Air Defense Guided Missile System) (U)
9-1430-1532-34-1	Direct Support And General Support Maintenance Manual: Units Of Guided Missile System Radar Signal Simulator Station, AN/TPQ-29 (XO-1) Tested At The High-Frequency Console (Improved HAWK Air Defense Guided Missile System) (U)
9-1430-1534-12-1	Operator's And Organizational Maintenance Manual For Radar Set AN/MPQ-50 (XO-2) 11510155 (NSN 1430-01-042-4908) (Improved HAWK Air Defense Guided Missile System)
9-1430-1534-12-2	Operator's And Organizational Maintenance Manual Functional Theory And Schematics For Radar Set, AN/MPQ-50 (XO-2) 11510155 (NSN 1430-01-042-4908)(Improved HAWK Air Defense Guided Missile System) (U)
9-1430-1534-12-3	Operator's And Organizational Maintenance Manual Schematics For Improved Pulse Acquisition Radar Sets, AN/MPQ-50 (XO-2) 11510155 (NSN 1430-01-042-4908) (Improved HAWK Air Defense Guided Missile System) (U)
9-1430-1534-34-1	Direct Support And General Support Maintenance Manual For Units Of Radar Set, AN/MPQ-50 (XO-2) Tested At The High Frequency Console (Improved HAWK Air Defense Guided Missile System) (U)
9-1430-1534-34-2	Direct Support And General Support Maintenance Manual For Radar Set AN/MPQ 50 (XO-2) 11510155 (NSN 1430-01-042-4908) (Improved HAWK Air Defense Guided Missile System)

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- 9-1430-1535-12-1 Operator's And Organizational Maintenance Manual For Information And Coordination Central, Guided Missile System, AN/MPQ-110 (US ARMY) (NSN 1430-01-042-4918) And AN/MSQ-111 (USMC) (1430-01-042-4917) Improved Platoon Command Post Guided Missile AN/MSW-13 and AN/MSW-14 (USMC), (1430-01-042-4916) (Improved HAWK Air Defense Guided Missile System)
- 9-1430-1535-12-2-1 Operator's And Organizational Maintenance Manual Functional Theory And Schematics For Information And Coordination Central, Guided Missile System, AN/MSQ-110 (US Army) (NSN 1430-01-042-4918) And AN/MSQ-111 Command Post, Guided Missile AN/MSW-13 (US ARMY) And AN/MSW-14 (USMC) (1430-01-042-4916) (Improved HAWK Air Defense Guided Missile System)
- 9-1430-1535-12-2-2 Operator's And Organizational Maintenance Manual Functional Theory And Schematics For Information And Coordination Central, Guided, Missile System, AN/MSQ-110 (US ARMY) (NSN 1430-01-042-4918) And AN/MSQ-111 (USMC) (1430-01-042-4917) (Improved Platoon Command Post, Guided Missile, AN/MSW-13 (US Army) (1430-01-042-4915) And AN/MSW-14 (USMC) (1430-01-042-4916) (Improved HAWK Air Defense Guided Missile System)
- 9-1430-1535-12-2-3 Operator's And Organizational Maintenance Manual Functional Theory And Schematics For Information And Coordination Central, Guided Missile System, AN/MSQ-110 (US ARMY) (NSN 1430-01-042-4918) And AN/MSQ-111 (USMC) (1430-01-042-4917); Improved Platoon Command Post, Guided Missile, AN/MSW-13 (US ARMY) (1430-01-042-4915) And AN/MSW-14 (USMC) (1430-01-042-4916) (Improved HAWK Air Defense Guided Missile System)
- 9-1430-1535-12-3 Operator's And Organizational Maintenance Manual Fault Isolation And Correction For Information And Coordination Central, Guided Missile System, AN/MSQ-110 (US ARMY) (NSN 430-01-042-4918) And AN/MSQ-111 (USMC) (1430-01-042-4917); Improved Platoon Command Post, Guided Missile, AN/MSW-13 (US ARMY) (1430-01-042-4915) And AN/MSW-14 (USMC) (1430-01-042-4916) (Improved HAWK Air Defense Guided Missile System)
- 9-1430-1535-34-1 Direct Support And General Support Maintenance Manual For Units Of Information And Coordination Central, Guided Missile AN/MSQ-110 (US ARMY) (NSN 1430-01-042-4918) AN/MSQ-111 (USMC) (1430-01-042-4917) And Platoon Command Post, Guided Missile, AN/MSW-13 (US ARMY) (1430-01-042-4915), AN/MSW-14 (USMC) (1430-01-042-4916) (Improved HAWK Air Defense Guided Missile System)
- 9-1430-1535-34-2-1 Direct Support And General Support Maintenance Manual For Information And Coordination Central, Guided Missile System, AN/MSQ-110 (US ARMY) (NSN 1430-01-042-4915) And AN/MSQ-111 (USMC) (1430-01-042-4916), Improved Platoon Command Post Guided Missiles, AN/MSW-13 (US ARMY) (1430-01-042-4918) And AN/MSW-14 (USMC) (1430-01-042-4917) (Improved HAWK Air Defense Guided Missile System)

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- 9-1430-1535-34-2-2 Direct Support And General Support Maintenance Manual Information And Coordination Cental, Guided Missile System, AN/MSQ-110 (US Army (NSN 1430-01-042-4915) and AN/MSQ-111 (USMC) (1430-01-042-4916) Improved Platoon Command Post, Guided Missile AN/MSW-13 (US ARMY) (1430-01-042-4918) and AN/MSW-14 (USMC) (1430-01-042-4917) (Improved HAWK Air Defense Guided Missile System)
- 9-1440-531-12-1 Operator and Organizational Maintenance Manual: Improved Guided Missile Zero Length Launcher, M192E1: Guided Missile Loading and Storage Pallet M1E2 and Improved Guided Missile Launching Section Control Box, AN/GSA-132A (XO-1) (Improved HAWK Air Defense Guided Missile System)
- 9-1440-531-12-2 Operator's and Organizational Maintenance Manual: Functional Theory and Schematics for Improved Guided Missile Zero-Length Launcher, M192E1 and Improved Guided Missile Launching Section Control Box, AN/GSA-132 (XO-1) (Improved HAWK Air Defense Guided Missile System)
- 9-1440-531-12-3 Operator and Organizational Maintenance Manual: Schematics for Improved Guided Missile Zero Length Launcher, M192E1 and Improved Guided Missile Launching Section Control Box, AN/GSA-132 (XO-1) (Improved HAWK Air Defense Guided Missile System)
- 9-1440-531-34-1 Direct Support and General Support Maintenance Manual: Units of Guided Missile Zero Length Launcher M192E1 Tested at the High Frequency Console (Improved HAWK Air Defense Guided Missile System)
- 9-1440-531-34-2 Direct Support and General Support Maintenance Manual: Improved Guided Missile Launcher, M192E1: Guided Missile Loading and Storage Pallet, M1E2 and Improved Guided Missile Launching Section Control Box, AN/GSA-132 (XO-1) (Improved HAWK Air Defense Guided Missile System)
- 9-1450-500-10 Operator's Manual For Loader-Transporter, Guided Missile: XM501E3 (HAWK Guided Missile System) (NSN 1450-00-066-8873)
- 9-1450-500-20 Organizational Maintenance Manual: Loader-Transporter, Guided Missile XM501E3, Part No. 11675300 (NSN 1450-00-066-8873) (HAWK Guided Missile System)
- 9-1450-500-34 Direct Support and General Support Maintenance Manual For Loader-Transporter, Guided Missile: XM501E3, Pt No. 11675300 (NSN-1450-00-066-8873) (HAWK Guided Missile System)
- 9-4935-262-14 Operator, Organizational, Direct Support and General Support Maintenance Manual: Electrical Cable Test Set, AN/GSM-5
- 9-4935-540-14-1 Operator, Organizational, Direct Support and General Support Maintenance Manual: Guided Missile Remote Control System Shop Equipment AN/TSM-104 (XO-1), AN/TSM-105 (XO-1), AN/TSM-106 (XO-1), AN/TSM-108 (XO-1) And AN-TSM-121 (XO-1) and Supplementary Equipment, Guided Missile Test Station AN/TSM-120 (XO-1) (Improved HAWK Air Defense Guided Missile System)

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- 9-4935-540-14-2 Operator, Organizational, Direct Support and General Support Maintenance Manual: Schematics for Guided Missile Remote Control System Shop Equipment AN/TSM-104 (XO-1), AN/TSM-105 (XO-1), AN/TSM-106 (XO-1), AN/TSM-108 (XO-1) and AN/TSM-121 (XO-1) and Supplementary Equipment, Guided Missile Test Station AN/TSM-120 (XO-1) (Improved HAWK Air Defense Guided Missile System)
- 9-4935-540-14-3 Operator's, Organizational, Direct Support and General Support Maintenance Manual Functional Theory and Diagrams for Guided Missile Remote Control System Shop Equipment, AN/TSM-104 (XO-1), AN/TSM-105, (XO-1), AN/TSM-106 (XO-1), AN/TSM-108 (XO-1) and AN/TSM-121 (XO-1) and Supplementary Equipment, Guided Missile Test Station, / N/TSM-120 (XO-1) (Improved HAWK Air Defense Guided Missile System)
- 9-4935-541-14 Operator's, Organizational, Direct Support and General Support Maintenance Manual: Guided Missile System Shop Equipment, AN/TSM-132 and AN/TSM-107 (XO-1) (Improved HAWK Air Defense Guided Missile System)
- 9-4935-542-12 Operator and Organizational Maintenance Manual: Organizational Maintenance for Guided Missile Remote Control System Shop Equipment AN/TSM-112; Guided Missile Test Equipment, OME-GSE and Shop Equipment, GSM-XM1, Improved Platoon Support Van (IPSV) (Improved HAWK Air Defense Guided Missile System)
- 9-4935-542-34 Direct Support and General Support Maintenance Manual: Units of Guided Missile Remote Control System Shop Equipment AN/TSM-112 Tested at the High Frequency Console (Improved HAWK Air Defense Guided Missile System)
- 9-4935-543-14 Operator, Organizational, Direct Support and General Support Maintenance Manual: Guided Missile System Shop Equipment XM2, XM2E1, and XM2E2 (XO-1) (Improved HAWK Air Defense Guided Missile System)
- 9-4935-548-14 Operator, Organizational, Direct Support and General Support Maintenance Manual: Periodic Tests Using Calibrator and Microwave Calibrator (Improved HAWK Air Defense Guided Missile System)
- 9-4935-1540-14-1 Operator's, Organizational, Direct Support and General Support Maintenance Manual: Guided Missile Remote Control System, Shop Equipment, AN/TSM-104 (NSN 4935-01-051-8691), AN/TSM-105 (4935-00-782-1957) AN/TSM-106 (4935-01-043-2244), AN/TSM-108 (4935-00-880-4506) and AN/TSM-121 (4935-00-169-2894) and Supplementary Equipment Guided Missile Test Station AN/TSM-120 (XO-1) (4935-00-169-0082) (Improved HAWK Air Defense Guided Missile System)
- 9-4935-1540-14-2 Operator's, Organizational, Direct Support and General Support Maintenance Manual Schematics for Guided Missile Remote Control System, Shop Equipment: AN/TSM-104 (XO-1) (NSN 4935-01-051-8691), AN/TSM-105 (XO-1) (4935-00-782-1957) AN/TSM-106 (XO-1) (4935-01-043-2244), AN/TSM-108 (XO-1) (4935-00-880-4506) AN/TSM-121 (XO-1) (4935-00-169-2894) and Supplementary Equipment Guided Missile Test Station, AN/TSM-120 (XO-1) (Improved HAWK Air Defense Guided Missile System)

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9-4935-1548-14	Operator's, Organizational, Direct Support and General Support Maintenance Manual for Periodic Tests Using Calibrator Standard, Digital Multimeter, and Calibration Test Set (Improved HAWK Air Defense Guided Missile System)
10-277	Chemical, Toxicological and Missile Fuel Handlers Protective Clothing
11-5895-532-12	Operator's and Organizational Maintenance Manual: Interrogator Sets AN/TPX-46(V)1 (NSN 5895-00-423-1693), AN/TPX-46(V)2 (5895-00-423-1694), AN/TPX-46(V)3 (5895-00-423-1696), AN/TPX-46(V)4 (5895-00-423-1700)
11-5895-532-34-1	Direct Support and General Support Maintenance Manual: Interrogator Sets AN/TPX-46(V)1 (NSN 5895-00-423-1693), AN/TPX-46(V)2 (5895-00-423-1694), AN/TPX-46(V)3 (5895-00-423-1696), AN/TPX-46(V)4 (5895-00-423-1700), And AN/TPX-46(V)6 (5895-00-423-1702)
11-5895-532-34-2	Direct Support and General Support Maintenance Manual: Interrogator Set AN/TPX-46(V)1 (NSN 5895-00-423-1693), AN/TPX-46 (V)2 (5895-00-423-1694), AN/TPX-46(V)3 (5895-00-423-1696), AN/TPX-46(V)4 (5895-00-423-1700), and AN/TPX-46(V)6 (5895-00-423-1702) (Receiver-Transmitter Group OR-85/TPX-46(V)) (5895-00-165-1184)
11-5895-532-34-3	Direct Support and General Support Maintenance Manual: Interrogator Sets AN/TPX-46(V)1, 2, 3, 4, and 6 (Signal Processor CP-925/TPX-46(V) (NSN 5895-00-167-7939)
11-5895-532-34-4	Direct Support and General Support Maintenance Manual For Interrogator Sets, AN/TPX-46(V)1 (NSN 5895-00-423-1693), AN/TPX-46(V)2 (5895-00-423-1694), AN/TPX-46(V)3 (5895-00-423-1696), AN/TPX-46(V)4 (5895-00-423-1700), and AN/TPX-46(V)6 (5895-00-423-1702), (Synchronizer, Electrical, SN-420/TPX-46(V)) (5895-00-350-5346)
11-5895-532-34-5	Direct Support and General Support Maintenance Manual: Interrogator Set AN/TPX-46(V)1, 2, 3, 4, and 6: Antenna Randome AS-2167/TPX-46(V) (NSN 5985-00-166-0223). AS-2740/TPX-46(V) (5985-00-166-0221): Control Antenna, (8738/TPX-46(V) (5985-00-141-3606) and Pedestal, antenna AB-1076/TPX-46(V) (5985-00-166-0222)
38-L09-11	Functional Users Manuals for Combat Service Support System (CS3) Maintenance Reporting and Management (MRM)
38-750	The Army Maintenance Management System (TAMMS)
38-750-1	The Army Maintenance Management System (TAMMS) Field Command Procedures
750-245-4	Direct Support and General Support Quality Control: Inspector's Inspection Criteria

TECHNICAL BULLETIN (TB)

43-180 Calibration Requirement for the Maintenance of Army Materiel

SUPPLY CATALOG

4931-92-CL-1 Calibration Standards Set: Secondary Transfer (NSN 6695-00-621-7877) (LIN HO1683) and Secondary Reference (4931-00-621-7878) (LIN HO1546)

4935-95-CL-A40 Tool Kit, Calibration Technician (4935-00-670-7123) (LIN W33963)

TRAINING EXTENSION COURSES (TEC) LESSONS

500-121-8119F Preparing a Duty Roster
909-071-0038F Counseling, Part I
909-071-0039F Counseling, Part II
909-071-0044F Military Justice, Searches and Inspections
909-071-0045-F Punishment Under UCMJ

ARMY CORRESPONDENCE COURSE PROGRAM (ACCP) SUBCOURSES

AG 0006 Awards and Decorations
AG 0309 Personnel Qualification Record, DA Form 2 and 2-1
AG 0330 SIDPERS for the Unit Level
IS 0259 Military Justice I
IS 0260 Military Justice II
IS 0208 Command and Staff Procedures
IS 0210 Methods of Instruction (Effective Speaking)
IS 0238 Leadership Aspects of Contemporary Issue (Drug Abuse, Advanced)
IS 0271 Unit Readiness (Advanced)
IT 0100 Safeguarding of Defense Information
MM 0101 Missile Support Operations
MM 0102 Missile Maintenance Shop Operations
MM 0137 Improved HAWK Missile System
MM 0904 Contact Team Operations
MM 0920 Improved HAWK Loader
MM 0928 Improved HAWK System Test Equipment
MM 0929 Improved HAWK System Alinement
MM 0932 Improved HAWK Launcher
MM 0933 Improved HAWK Mechanical Repair
MP 0043 Confrontation Management II

OD 0834	Military Publications
OD 0908	Army Calibration
QM 0435	Management and Accounting Procedures for Direct Exchange, Maintenance Float Shop Stock and Cannibalization Point Operations

ADDITIONAL REFERENCES

Manual For Courts-Martial, United States, 1969 (Revised Edition)

*Formal Dining Handbook

*Leadership and Resource Management

GTA 5-7-9, Hasty Bridge Classification Wheel

ARTEP 29-226 TMDE Calibration and Repair Support Company

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SOLDIER'S MANUAL QUESTIONNAIRE

FM 9-24V4/5

As the user of this manual, you are a vital member of our writing team. Please provide us your opinion and suggestions by filling out this questionnaire. Be sure to include your name, AUTOVON number, and unit so we can follow up on your suggestions.

UNIT ADDRESS _____

AUTOVON _____

DUTY POSITION _____

NAME _____

TIME IN GRADE _____

RANK _____

TIME IN SERVICE _____

1. Are there any tasks that should be added? ☐ Yes ☐ No

2. Are there any tasks that should be dropped? ☐ Yes ☐ No

3. What would you do to improve the organization of the task list?

4. Did you have any trouble finding what you needed in this manual? ☐ Yes ☐ No

5. Did you have any trouble understanding the material in this manual? ☐ Yes ☐ No
If your answer is Yes, which part(s) was unclear?

6. Were the CONDITIONS the way you normally perform each task? ☐ Yes ☐ No

7. Did you disagree with any of the STANDARDS? ☐ Yes ☐ No

8. Did the Performance Measures help you perform the tasks to the STANDARDS listed? ☐ Yes ☐ No

9. Did this manual help you to do a better job? ☐ Yes ☐ No

10. Did you find any errors? ☐ Yes ☐ No
If answer is Yes, please list.

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FOLD ALONG DOTTED LINE

11. Should information from other publications be included in this manual? ☐ Yes ☐ No
If your answer is Yes, which and why.

12. **Trainers Only:** Did this manual help you improve the combat efficiency of your organization? ☐ Yes ☐ No

13. What would you do to improve this manual?

14. Comments:

Thank you for your time. Please remove this questionnaire, fold in half, staple, and drop in the mailbox. No stamp is needed.

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Questionnaire-2

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FM 9-24V

30 NOVEMBER 1981

By Order of the Secretary of the Army:

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